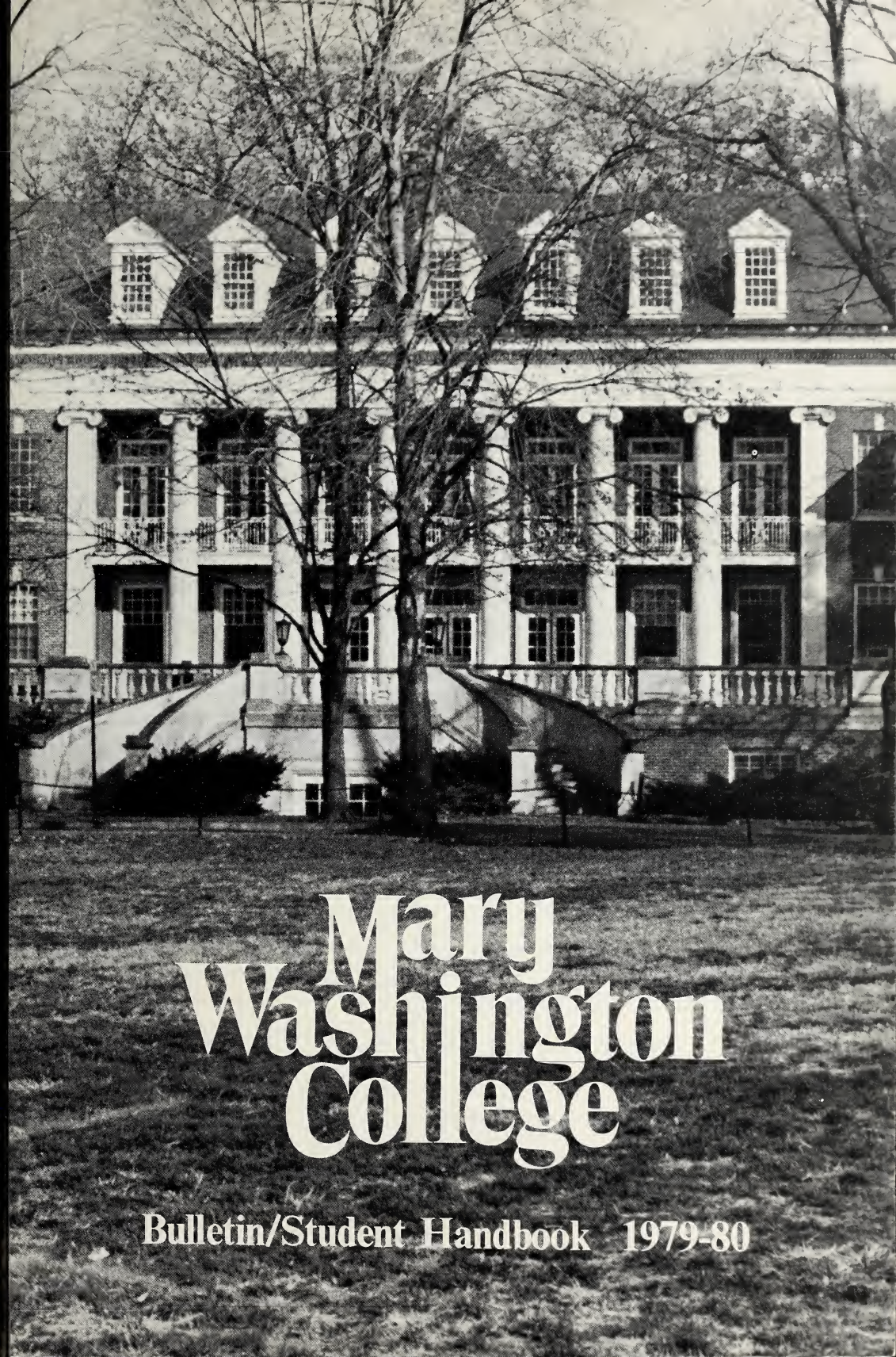

Mary Washington College

Bulletin/Student Handbook 1979-80

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STUDENT HANDBOOK
1979-80

THE STUDENT ASSOCIATION

OF

MARY WASHINGTON COLLEGE
Fredericksburg, Virginia

Mary Washington College Bulletin, Student Handbook Issue, USPS 072-680, Volume 10, Number 2, July, 1979. Published quarterly by Mary Washington College, Fredericksburg, Virginia 22401. Second Class Postage Paid at the Post Office, Fredericksburg, Virginia, 22401.

This *Handbook* has been prepared so that Mary Washington College students may have a better understanding of their insitution, its rules and regulations. This handbook is *not* an all-inclusive listing of College policies and regulations. For more comprehensive information students should consult the College Catalog and the appropriate College official or office.

AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY

Mary Washington College is committed to the concept that all people shall have an opportunity to develop and work to the limits of their abilities. The College does not discriminate on the bases of race, color, religion, physical disability, national origin, political affiliation, marital status, sex (except in housing) or age in admitting and housing students or in employing and promoting faculty and staff members. It is expected that each student who enrolls at Mary Washington College will uphold these ideals of equality. Questions in these matters should be directed to Dr. A. R. Merchent, Vice President and AAEEO Officer, Room 213, George Washington Hall or made in writing to Box 3575 College Station, Fredericksburg, Virginia, 22401, or telephoned to (703) 373-7250 Extension 214.

STATEMENT OF RIGHTS AND RESPONSIBILITIES
OF
MEMBERS OF THE COLLEGE COMMUNITY

Members of the College community have responsibilities incumbent upon all citizens, as well as the responsibilities of their particular roles within the acdemic community.

All members share the obligation to respect the right of freedom of inquiry, of religion, of speech, of press, of peaceful assemblage or association and of petition to the institution for a redress of grievances.

The rights of members of the College community shall not be denied or abridged on account of race, creed, national origin, marital status or sex.

The members of the College community have the right to be secure in their persons, residences, offices, papers and effects, against unreasonable searches and seizures.

All members of the College community have the right to due process in matters concerning discipline or their status as members of the College community.

All members of the College community have other responsibilities and rights incident to the educational process and to the requirements of the search for truth and its free presentation.

The enumeration of the rights and responsibilities outlined in this statement shall not be construed to deny or disparage others retained by the members of the College community.

The term "member of the College community" embraces the College as an institution, the faculty as a body and all members of the administration, faculty, staff and student body in their official and individual capacities.

ALMA MATER

All hail, dear Alma Mater
We sing our praise to you,
High on Marye's Hilltop
You stand forever true;
Born in truth and honor
You ever more shall be,
The model of our future years
And all eternity.

Whene'er we have to leave you
We never will forget,
The lessons you have taught us,
And all the friends we've met;
And we your sons and daughters
Will hold your name on high,
So here's to Mary Washington;
Our love will never die.

Irene Taylor '47
Jean Crotty '47

1979-1980
COLLEGE CALENDAR
FIRST SEMESTER

August

15	Wednesday	Last day to pay fees without $25 penalty
22	Wednesday	Student Leadership Conference begins. Residence Halls open at 1 p.m.
25	Saturday	Residence Halls open at 9 a.m. for new students who **have not** participated in a summer pre-college orientation program. Orientation program begins at 1 p.m.
26	Sunday	Residence Halls open 9 a.m. for new students who have participated in a summer orientation program. Student Association Orientation for all new students begins at 1 p.m.
27	Monday	Residence Halls open at 9 a.m. for returning students. Late registration takes place.
28	Tuesday	Classes begin

September

4	Tuesday	Last day to add courses
11	Tuesday	Last day to withdraw with a refund of 80% of semester charges Last day to change to pass / fail
21-22	Friday—Saturday	Family Weekend
25	Tuesday	Last day to drop courses without permanent record showing W / P or W / F
26	Wednesday	Career Day

October

5	Friday	Mid-semester vacation begins at 5 p.m. Residence Halls close at 7 p.m.
9	Tuesday	Residence Halls open at 1 p.m.
10	Wednesday	Classes resume at 8 a.m. Mid-semester grades due
22	Monday	Last day to withdraw with a refund of 50% of semester charges
29	Monday	Registration for second semester begins. Registration continues through November 16

November

15	Thursday	Last day to drop courses without an automatic F
16	Friday	Second semester registration ends
21	Wednesday	Thanksgiving Holiday begins at 12:05 p.m. Residence Halls close at 2 p.m.
25	Sunday	Residence Halls open at 1 p.m.
26	Monday	Classes resume at 8 a.m.

December

6	Thursday	Last day of classes
7-8	Friday—Saturday	Reading Days
10-15	Monday—Saturday	Examinations
15	Saturday	Residence Halls close at 7 p.m.
19	Wednesday	Grades due in Office of Student Records

SECOND SEMESTER

January

3	Thursday	Last day to pay fees without a $25 penalty
13	Sunday	Residence Halls open at 9 a.m. New student advising and registration 2-5 p.m.
14	Monday	Classes resume at 8 a.m.
21	Monday	Last day to add courses
28	Monday	Last day to withdraw with a refund of 80% of semester charges

February

11	Monday	Last day to drop courses without permanent record showing W / P or W / F.
29	Friday	Spring vacation begins at 5 p.m. Residence Halls close at 7 p.m. Mid-semester grades due

March

9	Sunday	Residence Halls open at 1 p.m.
10	Monday	Classes resume at 8 a.m. Last day to withdraw with a refund of 50% of semester charges
31	Monday	Registration for Fall Semester. Registration continues through April 18

April

3	Thursday	Last day to drop courses without an automatic F.
18	Friday	Registration for fall semester ends
24	Thursday	Last day of classes
25-26	Friday—Saturday	Reading Days
28-30	Monday—Wednesday	Examinations

May

1-3	Thursday—Saturday.	Examinations continue
3	Saturday	Residence Halls close at 9 p.m. for students who are not candidates for Graduation
6	Tuesday	Senior grades due by noon
8	Thursday	All grades due by 4 p.m.
10	Saturday	Graduation. Residence Halls close at 11 p.m.

THE HONOR COUNCIL

Dear Fellow Student,

Can you imagine what our campus would be like without the honor system? If you can't then just visit a school where an honor system doesn't exist. You will find a heavy cloud of anxiety and distrust pervading its students, manifesting itself in the proctoring of tests, the close guarding of books from theft and a general tension in both the dorms and the academic buildings. Compare this with the trust, the freedom and the responsibility that the honor system here at Mary Washington gives to all of us, every day.

The honor system if our **tool**: we can make it work or we can ignore it until it is inevitably taken away from us. Because it gives to us, we must give to the honor system our attention, and help those who abuse the system to understand it. For the honor system is a learning process: those who know and feel the system must help and teach those who are new to it; thus, we can eliminate fear and abuse of the system.

Let's meet the challenge to make a student run system work. It will be difficult unless we all work together. This is perhaps your last chance to really make a difference and make an actual system work in today's world. It is time for all of us to give to the honor system—we can't afford to lose it.

Good luck in the coming year.

Sincerely,

Lisa S. Nichols

Lisa Nichols
President, The Honor Council
1979-80

STUDENT ASSOCIATION

Dear Fellow Students,

My purpose in writing this letter is not to bore you with a lot of facts on what the Student Association is and does, nor with your responsibilities as a member of the College community. There are, however, a few things which must be pointed out for those who are new here and for those of you who have never felt the urge or desire to become involved on campus.

As members of the Mary Washington College community, we are all placed in a very special situation. We are a small liberal arts college, and each of us comes here to further our educations and better prepare ourselves for our futures. Our academics are a primary concern, but so, too, are our non-academic activities. Books cannot teach us all we will need once we leave this specialized society; we must learn also from our social interactions.

At Mary Washington, this learning to get along with others tends to be made easier by the more personal one-to-one relationships which a small school provides. This same small size, however, also requires a larger percentage of the student body to become involved in student activities and groups, if these groups are to be successful and meaningful. Through involvement in these groups we can all benefit by gaining increased knowledge and increased enjoyment during our academic career.

Only through your involvement and voicing your opinions can your problems and complaints be dealt with, so don't be afraid to speak out, but do so through the SA where your views can be heard and acted upon.

Sincerely

Steven P. Schlimgen

Steven P. Schlimgen
President, Student Association
1979-80

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Dear Students:

Mary Washington College is an outstanding undergraduate institution offering a broad scope of educational, cultural, social and service opportunities. It is my hope that each of you will seek to benefit in full from the many programs and resources of the College.

The Board of Visitors, Administration and Faculty of the College are proud of the Honor System under which the students of Mary Washington have chosen to live. The Honor Code and Honor System have their full support.

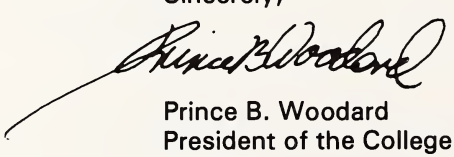
Similarly, the Student Association is an effective organization through which the student body may assume considerable authority for self-government and share with the Faculty and Administration responsibility for promoting the objectives of Mary Washington. I urge each of you to be active participants in your Student Association.

All members of the College community (students, faculty, administrative and service personnel) are expected to uphold standards which reflect credit to themselves and the institution. College rules and regulations are kept to the minimum necessary to insure a campus environment which is safe, comfortable and supportive of the objectives of the College.

This *Student Handbook,* as well as other publications, presents the policies and regulations of Mary Washington College applicable to students and other members of the College community. These policies, rules, and regulations are to be complied with by all members of the College Community.

I welcome the opportunity to be of every possible service to each of you. My best wishes for a successful 1979-80 year at Mary Washington.

Sincerely,



Prince B. Woodard
President of the College

College Organization

Chapter 9.2, Section 23-91.34 through 91.44, Code of Virginia established Mary Washington College as an independent institution with a 12-member Board of Visitors to serve as the governing and policy making body for the institution.

The section which follows provides a summary description of major administrative positions and the duties and responsibilities of these offices.

PRESIDENT

Prince B. Woodard
Room 103, George Washington Hall

The President is the chief executive, administrative and academic officer of Mary Washington College. Appointed by and responsible to the Board of Visitors of the College, the President administers the policies of the Board and recommends to it policies and programs which will promote the interests of the College. The President is charged to exercise such general authority and control over the assets, affairs and programs of the College as shall be needed for its proper operation in conformity with the programs and policies determined by the Board. In addition, the President is responsible for the regulation of the various aspects of student life at the College, including student discipline.

The administrative officials, faculty and Student Association officers are responsible to and recommend policy changes to the President. Although the President is responsible to the Board of Visitors for the over-all administration of the College, he has delegated to other administrative officers authority to supervise and administer various functions and operations of the College.

VICE PRESIDENT FOR ADMINISTRATION AND PLANNING

William M. Anderson, Jr.
Room 19, George Washington Hall

The Vice President for Administration and Planning directs the management and planning activities of the College, coordinates institutional studies and directs special projects as assigned by the President. Responsibility for College reports to State and Federal agencies, the information systems of the institution and the non-instructional computer operation are assigned to this Vice President. Supervision of the Office of Student Records is also a major function of this administrator.

Director of Institutional Research
Dale A. Brown
Room 19, George Washington Hall

The Director of Institutional Research is responsible to the Vice President for Administration and Planning. He conducts studies designed to promote the efficient operation and administration of the College. He directs the operation of the College Administrative Computer Center and supervises the administrative software development activities of the Center.

VICE PRESIDENT, DIRECTOR OF SUMMER PROGRAMS, CONTINUING EDUCATION, BLS PROGRAM, AND AAEEO OFFICER
A. Ray Merchent
Room 213, George Washington Hall

The Vice President is responsible for promoting, coordinating, and supervising three important elements of the academic program of the College: the summer program, continuing education and the BLS program. In this capacity, he functions as an adjunct administrator of the Office of the Dean of the College to insure articulation with the total academic offering of the College. A major function of the Vice President is to serve as the College Affirmative Action / Equal Employment Opportunity Officer. This administrator also supervises a variety of support services of the College including the College Police, Communications and the College Office of Personnel.

DEAN OF THE COLLEGE
Mary Ann T. Burns
Room 203, George Washington Hall

The Dean of the College administers the academic program of the College and is concerned primarily with academic policies and procedures. This includes responsibility for academic program review and development, faculty recruitment, faculty performance evaluation, the instructional budget, academic requirements, academic awards and honors and academic proba-

tions and suspensions.

Two assistant deans are responsible to the Dean of the College for specific elements of the College program as follows:

Assistant Dean for Advising

Cornelia D. Oliver

Room 209, George Washington Hall

The Assistant Dean for Advising is responsible for the overall supervision and coordination of the academic advising program. Students seeking advice on the selection, addition or dropping of courses should consult the Assistant Dean for Advising.

Assistant Dean for Career Services

Ronald B. Head

Room 203, George Washington Hall

The Assistant Dean for Career Services is responsible for the overall career services program of the College including the administration of the Academic Internship Program of the College, the supervision of the Career Placement Services and the promotion and coordination of career study and advising activities of the various academic departments.

COMPTROLLER

Edward V. Allison, Jr.

Room 109, George Washington Hall

The Comptroller is the chief fiscal officer of the College. Specific duties and responsibilities include the preparation of annual and biennial budgets, maintenance of all fiscal records of the College, purchasing and disbursing, payroll and student activity accounts. In additions, the Comptroller is responsible for the physical plant, auxiliary enterprises and audio visual operations of the College.

DEAN OF ADMISSIONS AND FINANCIAL AID

H. Conrad Warlick

Room 303, George Washington Hall

The Dean of Admissions and Financial Aid is responsible for all matters pertaining to admission of students. This officer supervises the student financial aid program of the College, including scholarships, loans and part-time employment for students. Also, the Regional Scholarship Program is under the administration of the Dean of Admissions and Financial Aid.

Assistant Deans of Admissions and Financial Aid

G. Forrest Dickinson, Jr.
Room 307, George Washington Hall

Stephen A. Jones
Room 302, George Washington Hall

Sallie F. Washington
Room 301, George Washington Hall

Martin A. Wilder, Jr.
Room 312-A, George Washington Hall

The Assistant Deans are responsible for a broad range of student recruitment and admission activities, including on-campus interviews, visitation to secondary schools, participation in college fairs, college night programs, working with alumni chapters and committees and providing prospective students with information and materials about the College.

One Assistant Dean, Mr. G. Forrest Dickinson, Jr., directs the financial aid program of the College, including student loans, grants, scholarships, and student-work programs.

DEAN OF STUDENTS

Suzanne E. Gordon
Room 308, George Washington Hall

The Dean of Students is responsible for the campus life activities of students including student housing procedures. This involves such functions as student room assignments, selection of Residential Directors, supervision of residential life and liaison with officers of the Student Association and supervision of the College Infirmary.

The Dean is responsible for developing, coordinating and implementing College-sponsored activities on and off campus, including the assignment of space and supportive services for student meetings and parties.

Assistant Dean of Students

Nona B. Wegner
Room 204, Ann Carter Lee Hall

The Assistant Dean of Students provides leadership and assistance to student organizations and establishes procedures for implementing a comprehensive activity program. Operating under the supervision of the Assistant Dean is the Office of Student Activities located in Ann Carter Lee Hall. This office maintains a College calendar which clears all final scheduling of on-campus events and issues tickets for the concert series and other similar events.

Assistant Dean of Students
George W. Edwards
Room 312B, George Washington Hall
The Assistant Dean of Students supervises and directs the student housing operation including training programs for personnel with assigned responsibilities in the residence halls and working with the Student Association in promoting a safe and pleasant residential environment for students. The Assistant Dean performs a variety of duties as defined by the Dean of Students.

LIBRARIAN
Ruby Y. Weinbrecht
E. Lee Trinkle Library
The Librarian is responsible for administering and managing all aspects of the library operation. This includes the responsibility for obtaining, preserving and making accessible to the College community all library resources needed for study and research. Library financial planning, budget formulation and control and the recruitment, supervision and development of the professional and classified library staff are also important major functions of this position. Close cooperation is maintained by the librarian with the other major administrators of the College, department chairmen and faculty to assure that the library provides adequate support for the academic program of the College.

DIRECTOR OF THE COUNSELING CENTER
Mary A. K. Kelly
Third Floor, Hugh Mercer Hall
The Director of the Counseling Center is responsible for providing individual professional counseling, testing, guidance and psychological services to students who seek assistance or who are referred to the center.

DIRECTOR OF DEVELOPMENT
George E. Ball
Room 13, George Washington Hall
The Director of Development is responsible for the formulation, promotion and implementation of a comprehensive college development program. Long range planning of resource potential for the College, including corporate and foundation support, deferred giving, estate planning and annual fund giving is an essential responsibility of this position.

DIRECTOR OF INFORMATION SERVICES

Linda N. Evans

Room 13, George Washington Hall

The Director of Information Services is responsible for the preparation and printing of major publications, the weekly *Bulletin* and selected audio / visual presentations about the College. News releases describing student and College activities are prepared in this office for local, state and national distribution by means of radio, television and newspapers.

The Director of Information Services also supervises the College Mail Room and the Office of Reprographic Services.

COLLEGE PHYSICIAN

Ilma Overman, M.D.

Hugh Mercer Infirmary

The College physician supervises the infirmary services and staff and attends to the health and medical needs of residential students. She works closely with the Dean of Students, the Assistant Dean for Student Advising and the Director of the Counseling Center.

RESIDENCE HALL DIRECTORS AND ADMINISTRATIVE AIDES

Residence Hall Directors and Administrative Aides are responsible to the Dean of Students for the administration of the residential halls of the College. In freshman halls, the Residence Director is assisted by a staff of Residential Assistants.

College Services

ACADEMIC ADVISING

The Advising Office provides counseling on academic matters for freshmen and sophomores. The Assistant Dean, the Advising Counselor, and Adademic Advisers from the Faculty staff the office, consulting with students on programs, career possibilities and related academic matters. Selected Peer Advisers assist the advising staff. A student may at any time affiliate with a department and be assigned a **pro tem** departmental adviser who will informally counsel on departmental and career aspects of course selection. After three semesters of course work (43 semester hours or more) a student must declare a major, and be assigned a faculty adviser in his or her major department.

BANKING

A branch of the Farmers and Merchants Bank offering full banking services is located in Ann Carter Lee Hall, and students may maintain accounts here. Students are cautioned not to keep large sums of cash in their rooms.

BICYCLES

A student may bring a bicycle to the College but must adhere to the rules governing bicycles as listed under **Regulations.** Parking racks are provided at each Residence Hall and some classroom buildings. There is very limited space available for storage of bicycles during the summer months.

BOOKSTORE

The College Bookstore sells textbooks used in the academic program. It also carries related instructional supplies, a few personal items, greeting cards, film, jewelry, etc. A large department is devoted to ''trade'' books—both hard and paperbacked—made up of current novels, classics and recommended outside reading.

BUILDING HOURS

Generally speaking, when offices close and services cease, the buildings are locked. Exceptions are announced in advance when special functions are scheduled.

Academic Buildings

When the College is in session, academic buildings are open from 7:30 a.m. to 9:30 p.m., Monday through Friday. On Saturday, buildings are open only for scheduled classes and by special arrangements for that day. No academic buildings are open regularly on Sunday. A building directory in the main hall of the first floor of each building lists the specific hours when the special-purpose classrooms, laboratories or studies are open for use by students. A late closing hour begins five days before the start of examinations and ends on the fifth night of examinations.

Ann Carter Lee Hall

Although certain services have specified hours, the student activities building is open generally from 7:30 a.m. to 11 p.m., Monday through Friday, and from 12 noon to 11 p.m., Saturdays.

Bank
Monday-Friday . . . . . 9 a.m.-2 p.m.
Friday . . . . . 4 p.m.-7 p.m.

Bookstore
Monday-Friday . . . . . 8 a.m.-5 p.m.

Career Placement Services (Located on the third floor)
Monday-Friday . . . . . 8 a.m.-5 p.m.

College Shop (Located on the main floor, the "C" Shop consists of a pub and a short order grill and is open to all members of the College community and their guests.)
Monday-Friday . . . . . 9 a.m.-11 p.m.
Saturday . . . . . 12 noon-11 p.m.
Sunday . . . . . 5 p.m.-10 p.m.

Day Students Lounge (For exclusive use by nondormitory students as a study lounge; not open to dates.)
Monday-Friday . . . . . 7 a.m.-11 p.m.
Saturday . . . . . 12 noon-11 p.m.
Sunday . . . . . closed

Lounge A (Located on the main floor. Open to all students and their guests during designated hours.)
Monday-Friday . . . . . 7:30 a.m.-10 p.m.
Saturday . . . . . by appointment through the Office of Student Activities

Lounge B (Located on the same floor as the Bookstore.)
Monday-Friday . . . . . 7:30 a.m.-10 p.m.
Saturday . . . . . By appointment through the Office of Student Activities

Office of Student Activities (Located on the same floor as the College Shop.)
Monday-Friday . . . . . 8 a.m.-5 p.m.
Evenings . . . . . As needed
Weekends . . . . . As needed

Reserve Parlor (Located on the main floor)
Available by advance registration through the Office of the President for hosting distinguished visitors to the campus. Groups of no more than 30 persons may be accommodated.

Study Area A study area will be available in ACL for Mary Washington College students only. The specific location and hours will be announced in the College Bulletin.

George Washington Hall

All administrative offices and the campus mail service are open from 8 a.m. to 5 p.m., Monday through Friday.

Goolrick Hall

The recreational facilities of Goolrick Hall are available when not in scheduled use, from 8 a.m. to 10 p.m., Monday through Friday, and from 1 p.m. to 5 p.m., weekends.

E. Lee Trinkle Library
Monday-Thursday . . . . . 8 a.m.-11 p.m.
Friday . . . . . 8 a.m.-9 p.m.
Saturday . . . . . 9 a.m.-5 p.m.
Sunday . . . . . 1 p.m.-11 p.m.

CAREER PLACEMENT SERVICES

(located in Room 301, Ann Carter Lee Hall)

The Office of Career Placement Services assists prospective

seniors and alumni in obtaining career employment. To this end, a library is maintained which contains current employment materials from a variety of sources. The office sponsors Career Days, Career Seminars, Business and Industry Visitations and information about graduate schools and fellowships.

On-campus job interviews are arranged with numerous representatives in business, industry, government and education. Information about summer employment opportunities is available.

COLLEGE BULLETIN

The "College Bulletin" is published weekly during the fall and spring semesters and the summer sessions. It contains a calendar of events for the week following its publication and lists announcements of concern to students, faculty and employees of the College. Announcements and activities of recognized student organizations will be included, but it is the responsibility of the organization to submit the information to the Office of Information Services by 5 p.m. on Monday for publication in the following Friday's "Bulletin."

The "Bulletin" is distributed to boxes located in a prominent place in each academic building. It is also distributed in each dormitory by the head desk aide. Students are responsible for receiving and reading the "Bulletin" to be informed of official announcements, important information and events on the campus.

COLLEGE POLICE

The primary function of the Office of College Police is to protect students and College facilities and in general to aid in promoting safety and order on campus. The officers comprising the force have powers of arrest both on and off the campus for any violation of the Code of the Commonwealth of Virginia. The Office is located in Room 104B, Ann Carter Lee Hall and has personnel on duty 24 hours daily while the College is in session. The Office can be contacted by telephone on Extension 234.

COUNSELING AND GUIDANCE - COUNSELING CENTER

The College seeks to provide adequate guidance and counseling without removing from the student the responsibility for making personal decisions.

For students with special problems the Counseling Center located on the third floor of Mercer Hall, offers psychological services on a full-time basis. Testing is available for the assessment of aptitude, interest and personality patterns as they relate

to academic and career-oriented expectations and plans. The Counseling Center also receives students (for the most part self-referred) who have problems in personal, emotional and social adjustment. The services of the Counseling Center are provided with complete assurance of confidentiality and on a non-fee basis to students seeking a Mary Washington College degree.

EMPLOYMENT AND FINANCIAL ASSISTANCE

The College offers many opportunities for part-time employment. Most positions, which include those in the Library, residence hall, dining hall and faculty offices, pay approximately $630 to $1800 for the nine-month session depending upon job responsibility and the number of hours actually worked. Inquiries should be directed to the Office of Admissions and Financial Aid.

FIELD TRIPS

Field trips in individual courses may be initiated by a professor when the activity is an integral and necessary part of the required classwork. The College does not however, excuse students from classes that may be missed while participating in a field trip. Therefore, all trips must be planned at a time when participating students will not miss other classes, except as they may voluntarily choose to do so.

FOOD SERVICES (Dining Hall, College Shop, Vending Machines)

All residential students pay for complete meal service—three meals a day, seven days a week. Day students may pay the full semester charge and receive meal privileges. Meals are served in Seacobeck Hall.

Hours of Seacobeck Dining Hall

Monday-Friday

Breakfast	7 a.m.-8 a.m.
Late Breakfast	8 a.m.-10 a.m.
(Continental breakfast)	
Lunch	11:45 a.m.-1 p.m.
Dinner	5 p.m.-6 p.m.

Saturday-Sunday

Breakfast	8 a.m.-9 a.m.
Late Breakfast	9 a.m.-10 a.m.
Dinner	12:30 p.m.-1:30 p.m.
Supper	5 p.m.-6 p.m.

Residential students may bring guests to the dining hall and pay cash for the guest's meal upon entering the cafeteria line.

Meal Prices for Guests:

Breakfast	$1.65
Lunch	2.25
Dinner (including mid-day Sunday)	2.75
Premium Entree Meal	4.00

The College Shop, consisting of a pub and a short-order grill, is located in Ann Carter Lee Hall. The shop is open to all members of the College community and their guests.

Hours of "C" Shop

Monday-Friday	9 a.m.-11 p.m.
Saturday	12 noon-11 p.m.
Sunday	5 p.m.-10 p.m.

Snack foods and soft drinks are available also from vending machines in residence halls and most academic buildings.

Board Adjustments - Internship & Student Teachers

Residential students participating in internship or student teaching programs may receive a credit for the meals they must miss. The necessary forms can be obtained from the director of the program, and must be submitted to the Office of the Comptroller prior to the commencement of the program in order to receive credit.

IDENTIFICATION CARDS

Each student is provided an identification card and is required to present it for admission to the dining hall, library and College-sponsored events, as well as for check-cashing purposes. The ID card is revalidated each semester for the student who is attending the College. The card is the property of the College and is not transferable, and falsification of data is an Honor Code offense. The cards are color coded: blue, residential student; yellow, commuting student; orange, part-time communting student; white, faculty; green, full-time employee; pink, part-time employee. Part-time staff and students are not eligible for recreational use of Goolrick Hall, student body activities or campus-wide parties. A charge of $5 is made to replace a lost card. A charge of $1 is made to replace a damaged card. A student who withdraws must surrender his card to the Office of Student Records.

INFIRMARY

The infirmary, located in Mercer Hall, provides, in general, emergency and diagnostic service and treats minor medical and surgical problems for residential students. Prolonged treatment, involved tests for complex symptoms, specialty services and routine physical examinations are referred to the family physician at home or to appropriate specialists in Fredericksburg. The infirmary does not provide for birth control measures, but counseling on methods of birth control and information on where to obtain birth control measures are available to students upon request.

Provisions are made for students to be seen and examined by a physician Monday through Friday on a schedule published in the *College Bulletin.* There is always a physician available on 24-hour call for emergencies and during weekends. Registered nurses are on duty 24 hours daily while the College is in session.

Arrangements for routine, emergency, or specialized dental care by local dentists, orthodontists or dental surgeons can be made through the infirmary.

Admission to the infirmary any time of the day or night may be recommended by the physician, nursing staff, Counseling Center, Dean of Students or by student request.

A student confined as a bed patient in Hugh Mercer infirmary may not take final examinations there.

All incoming residential students must have on file in the infirmary a form reporting the results of a recent physical examination. Once received, these records are considered confidential and are available only to the medical staff.

After 11 p.m. the infirmary is locked, and a student must call before coming to the door. If the nurse is not at the door upon arrival, there is a lighted doorbell to ring. IF TRANSPORTATION IS NEEDED TO THE INFIRMARY, THE NURSE ON DUTY MUST BE CALLED, AND SHE WILL MAKE THE NECESSARY ARRANGEMENTS (Ext. 206).

LAUNDRY

Coin-operated washers and driers are available in the residence halls.

LIBRARY

The E. Lee Trinkle Library contains more than 250,000 volumes, most of which are located in stacks open to Mary Washington College faculty, staff and students. A library handbook entitled *The Resources and Services of E. Lee Trinkle*

Library is made available in the Library to each student. In the handbook can be found information and procedures concerning the arrangement of the Library and the use of its materials. In order to make the Library more meaningful to the student, a one-credit course covering bibliographical sources and research procedures is offered each semester.

Rules governing the use of the Library are contained in the section on **College Regulations.**

LOST AND FOUND

The Lost and Found Service is administered by the College Police, Ann Carter Lee Hall. Students are urged to mark all belongings for ease in identification. All items found anywhere on campus should be turned in to the College Police between the hours of 8 a.m. and 5 p.m. Monday through Friday. Lost items will be held for 30 days and then discarded, given to appropriate charities, sold at auction or, if requested, the original finder may claim the item. Anyone losing an item may use the *College Bulletin* to advertise the loss. Such notices should be submitted in writing to the Office of Information Services.

MALE HOUSING ON WEEKENDS

Limited overnight facilities for male guests are available in Ann Carter Lee Hall. This service is available *only* on Friday and Saturday nights. Reservations must be made in advance in the Office of Student Activities (ACL Hall). Only one reservation per student is allowed. Guests may register and make payment ($3 per night) between 5 p.m. and 8 p.m. on the evening they arrive. Male day students may rent a bed on a space available basis. Reservations for a given weekend will not be taken before the Monday of that same week. Rules concerning the housing of male guests can be found in the section entitled **College Regulations.**

RECREATIONAL USE OF GOOLRICK HALL, TENNIS COURTS AND PLAYING FIELDS

The recreational facilities of Goolrick Hall, the tennis courts, and playing fields are available for use by students, faculty members and employees when they are not in use for instructional or organized purposes. Permission for such use must be obtained in writing from the Chairman of the Department of Health and Physical Education.

Goolrick Hall has an indoor swimming pool, a main and auxiliary gymnasium, a weight lifting room, handball / racquetball

court, indoor archery targets, a golf cage and sun decks. The times available will vary, but, in general, recreational use is from 6 p.m. to 10 p.m. Monday through Friday and from 1 p.m. to 5 p.m. on weekends. **(Swimming is permitted only when a lifeguard is on duty.)**

Procedures for the recreational use of Goolrick Hall are under **College Regulations.**

TELEPHONE SERVICE

The telephone number of the College is Area Code (703) 373-7250. Each residential student will be given the extension number of the hall telephone nearest his or her room. Pay telephones are located on most floors of the residence hall, and these may be used by students for long-distance calls. Only local and prepaid calls may be received through the switchboard. The switchboard is open from 7 a.m. to 12 midnight on Monday through Friday and from 8 a.m. to 12 midnight on Saturday and Sunday. Incoming calls are received only during these hours. Emergency calls after the closing of the switchboard are handled by the Dispatcher in the Office of College Police.

The telephones in the residence hall office are for official use and are not to be used by the students. Hall telephones are to be shared by everyone, and specific regulations for sharing may be established by the students of each residence hall.

Westmoreland Hall and the small houses are the only residence halls wired to allow the installation of personal telephones. Contracts for private lines in these halls must be made directly by the student with the telephone company.

A Faculty-Staff Directory containing the home and office telephone numbers of College faculty and staff personnel will be distributed in the fall to each front desk and extension telephone in the dormitories. Students should consult this directory before calling the switchboard for extension numbers. If an extension number is not listed or cannot be found, students may call Extension 461 for telephone information. To receive a replacement directory, students should inquire at the Mail Room located in the basement of George Washington Hall.

College Regulations

Mary Washington College is a community of scholars. As such, it must have rules and regulations so that each member of the community may live and work in a comfortable and productive environment. Because the College community is not isolated from other larger communities, it is also necessary for the entire College community including each member of the faculty, staff, student body and administration to abide by applicable Federal and State laws.

An environment of mutual trust is essential to the well-being of an academic community. As a result, the Honor System was created and has functioned successfully for many years on the campus of Mary Washington College. The philosophy of the Honor System, the Honor Constitution and related policies and procedures are described in this *Handbook* so that each member of the College community will understand fully his or her responsibility to the system.

An academic community should promote maximum opportunities for self-government. To this end, the College administration has delegated broad authority to the Student Association for the supervision and control of student life in the Residence Halls.

All students of the College are members of the Student Association which is dedicated to promoting the standards and objectives of the College. The Association participates in the establishment of rules and regulations regarding certain aspects of the College operations, especially those in regard to residence halls, and has assumed responsibility for enforcing these and certain other College regulations. These rules are presented later in the section under the heading **Student Rules.**

Administrative Regulations

Since the president of the College is charged with the responsibility for the regulation of all aspects of student life at the College, the College administration must insure that the campus environment remains safe, comfortable and supportive of the objectives and standards of the institution. The regulations contained in this section are for this purpose.

All students and other members of the College community are expected to uphold standards which reflect credit to themselves and the institution and to abide by all College rules and regulations. Should the conduct or action of a student, or group of students, be detrimental to the environment of the College, or interfere with the educational process or the operation of the institution, the president of the College is charged by the Board of Visitors to take such disciplinary action as he deems appropriate, including dismissal.

ABSENCES FROM CLASS

A student unavoidably absent from class for a week or more because of hospitalization, serious illness, or sudden emergency, should notify the advising office by telephone (Extension 294) of the situation.

ACCIDENT REPORTS

It is important that the residence director or administrative aide be notified immediately when an accident occurs involving injury to a residential student either off or on campus. The residence director or administrative aide will inform the Office of the Dean of Students.

When there has been injury of any kind, the student may seek medical aid in the College Infirmary.

ADMINISTRATIVE HEARING

The Board of Visitors has charged the president of the College with the responsibility for student discipline and the regulation of the various aspects of student life at the College. The Presi-

dent has delegated to the Student Association authority for supervising many phases of student life, including the formulation and enforcement of a number of mutually-agreed-upon regulations. There are other regulations, however, for which the administration of the College must maintain primary responsibility for enforcing. In addition, violations of local, state and federal laws are subject to criminal prosecution by these bodies.

In situations where the administration may take the initial disciplinary action, the student accused of a violation will be provided the opportunity for a hearing before an Administrative Hearing Board prior to final action being taken by the College. Generally this administrative hearing will take place prior to the College taking any disciplinary action; however, if the violation of which the student is accused is one that may result in criminal prosecution or is of a nature that may endanger or bring disruption to the College operation, the student may be suspended from the College until such time as the hearing can be scheduled.

The purpose of the hearing is to provide the Administrative Hearing Board with a full account of the circumstances and facts involved. The hearing is not a judicial proceeding.

The Administrative Hearing Board shall have full authority to determine the disciplinary action, if any, to be imposed upon the student except, however, when the board determines the student should be expelled from the College. In this instance the presiding officer of the hearing board shall brief the president of the College on the circumstances and findings prior to the action of the hearing board becoming final. If for any reason the president of the College concludes that a penalty of suspension would be more appropriate than expulsion, the president may accordingly amend the decision of the Administrative Hearing Board.

The following procedures will be observed in regard to the administrative hearing:

1. The President of the College will appoint three (3) College administrators to constitute an Administrative Hearing Board and will designate one (1) to serve as the presiding officer to convene and preside at the hearing.
2. The student charged with a violation will be notified in writing of the charge and the date, time and place of the hearing and the members of the Administrative Hearing Board.
3. Should there be more than one student charged with joint participation in a violation, each student will be provided the option of having an individual hearing.

4. The student may have any witnesses he or she may wish to speak in his or her behalf and he or she may, at his or her own expense, have an attorney.
5. The College may have in attendance an attorney and any witnesses it deems appropriate to present and substantiate the charge.
6. The president of the Student Association and the judicial chairman of the Student Association or their designees shall be present as observers.
7. The presiding officer shall provide for the proceedings of the hearing to be tape recorded solely for the purpose of providing the President of the College a record of the hearing in the event the student may appeal the decision of the Administrative Hearing Board. The presiding officer shall maintain the hearing tape for the period of time the student is allowed to make an appeal. If an appeal is made, the presiding officer shall provide the President of the College with the tape. If an appeal is not made within the time allotted, the presiding officer shall erase the hearing proceedings from the tape.
8. The hearing procedure shall consist of the presiding officer calling the hearing to order and stating the charge(s). The College will then present such witnesses as it deems appropriate. The accused will then make such statements as he or she desires regarding the charge and present his or her witnesses. When all parties have presented their facts, the presiding officer shall adjourn the hearing, and as soon thereafter as possible the Administrative Hearing Board shall arrive at a decision. The accused will be notified verbally and in writing of the decision and disciplinary action, if any, to be imposed.

Appeal Procedures

A student found guilty of a violation and assigned a punishment by the Administrative Hearing Board may, within two days after notification of the action of the Board, appeal the decision in writing to the President of the College on one or both of the following grounds only:

1. The accused was denied procedural due process as specified for the Hearing
2. The punishment was too harsh for the offense committed.

In the written appeal, the student shall set forth all his or her objections to the action of the Hearing Board. Upon receipt of the Appeal, the President shall request the tape of the hearing

from the presiding officer, shall listen to the recording of the hearing, may ask clarifying questions of the accused student, members of the Hearing Board, or of any other individuals testifying at the hearing, and shall then render a decision on the appeal and communicate the decision in writing to the student. The action of the President shall be final.

ALCOHOLIC BEVERAGES

The Code of Virginia states that persons between the ages of 18 and 21 may purchase, possess and consume only beer. Those 21 and older may purchase, possess and consume other alcoholic beverages. The purchase, possession and consumption of beer under the age of 18 and other beverages under the age of 21 are unlawful acts. The Code further states that consumption of any alcohol in public, except in duly licensed establishments, or being intoxicated in public are unlawful acts. The transferrance of alcoholic beverages to secondary containers **does not** make public consumption legal. Violations of these laws will be handled by the College Police.

The College defines the student's room as private and the "C" Shop, Ballroom, and Pool Room as duly licensed establishments. Anyone purchasing beer in these facilities will be required to show a College Identification Card. All other areas on the campus and in the residence are public and non-licensed; therefore, it is unlawful to consume alcohol in these spaces except when prior approval has been obtained from the Dean of Students. Beer is the only beverage permitted in party areas by College policy.

Acceptable standards of conduct at Mary Washington College include obeying the laws of the State of Virginia.

AUTOMOBILE REGISTRATION AND PARKING REGULATIONS

The general rules for registration of student automobiles and parking regulations are shown below. Full information is provided in a brochure available upon request from the Office of College Police.

1. All student cars, whether parked on campus or kept in town, including those operated by Day Students, must be registered with the College Police (ACL Hall) when the student registers for classes or within 48 hours should the vehicle be brought on campus after classes begin. Cars may be registered at any time during the school year, however all student registrations expire annually on September 1 and must be renewed prior to that time. The College

registration sticker must be prominently displayed on the left rear bumper immediately after issue.

2. Any student automobile operator under age 18 must have on file as a requirement of registration a signed statement from a parent or guardian indicating knowledge and comprehension of the regulations and granting the student permission to operate a motor vehicle at Mary Washington College and in the City of Fredericksburg.
3. The Office of College Police is to be advised when a vehicle is no longer owned or operated by the person to whom the registration sticker was issued, and the sticker must be removed from the car. Any changes in make, model or license numbers must also be reported.
4. The privilege of parking a car on campus is given only to students classified academically as Junior or Senior Residential Students, or Day Students. Other students producing evidence of need for transportation due to illness or disability may request permission in advance from the Office of College Police to park cars on the campus. Such requests, whether for temporary or full-term parking permits, will be considered on their individual merits.
5. Parking spaces on Campus Drive and near each building are reserved for employees between 8 a.m. and 5 p.m. Monday through Friday. Qualified students may use designated areas, although the College cannot guarantee space for anyone. (Cars parked on College Avenue or Sunken Road should be on the College side of these public streets in deference to other property owners. Vehicles parked on the city streets must be moved every 48 hours.) *Any* student may park at any time in the lot adjacent to the Power Plant on College Avenue provided the car has a current MWC registration sticker.
6. Fines, payable to the College, will be assessed for parking violations, for failure to register vehicles, for improper display of decals, etc.
7. The College reserves the right to withdraw the privilege of car registration, or not to issue a parking permit, if it believes such action is in the best interest of the student and of the College.
8. The College assumes no responsibility for the care or protection of any vehicle or its contents at any time. A person operating a vehicle on the campus assumes full responsibility for meeting legal requirements and for any liability or damage claims.

9. The motor vehicle regulations of Mary Washington College are in effect at all times, including vacation periods. Enforcement is the responsibility of the College Police.

BABYSITTING

Students may not perform this service within the individual residence halls. No children or babies may be brought to the residence hall or campus for babysitting purposes.

BAD CHECK CHARGE

A $7.50 charge will be assessed against any member of the College Community for any check presented to any office or element of the College which is returned marked "not paid due to insufficient funds."

BICYCLES

Procedures for registering and storing bicycles on campus are:

1. All bicycles must be licensed in accordance with the regulations of the City of Fredericksburg and the College Police.
2. Riders may not use campus or city sidewalks.
3. Bicycles must be parked in designated areas at each residence hall.
4. Bicycles may not be stored or parked in hallways, doorways or on porches.
5. Between the first and second semesters and during the semester vacations, students may store their bicycles in their rooms.
6. Very limited space is available for storage of bicycles during the summer months.
7. Bicycles should be securely locked to racks when not in use.
8. Bicycles abandoned for 30 days will be donated to charity or sold at auction.

CHANGE OF ADDRESS

A student must report a change in mailing and/or home address immediately so that the College can notify proper persons in cases of emergency and correctly mail grade reports and billings.

Changes in address occurring before the beginning of the academic session should be reported to the Dean of Admissions and Financial Aid.

Changes in address occurring during the academic session should be reported to the Office of Student Records.

CHANGE IN RESIDENCE

Any student desiring a room change involving College housing must obtain prior approval from the Office of the Dean of Students. Each case will be considered on its individual merits.

Students desiring a change of residence involving leaving College housing for private housing or vice versa must seek approval from the Dean of Students. Normally, requests to move from residence halls received after July 2 are not approved.

CLEARANCE FOR ON-CAMPUS REPRESENTATIVES

If a student wishes to represent an outside firm to the Campus Community, he or she must obtain a form requesting clearance to do so from the Office of the Dean of Students. The form must be approved prior to the student's beginning actual employment, and will be kept on file in the Office of the Dean of Students.

CLOSING HOURS OF RESIDENCE HALLS

The outside doors of all residence halls are locked at midnight Sunday through Thursday and at 2 a.m. on Friday and Saturday. A student returning after the closing hour may, upon presentation of proper identification to the Office of College Police, obtain a key to gain entrance to his or her residence hall. See "Keys" under the **Student Rules** section in this *Handbook.*

COOKING AND IRONING

Cooking in a residence hall is permitted only in kitchenettes. Any food kept in student rooms must be in metal or plastic containers with tight lids. Ironing is permitted only in designated pressing rooms.

DRUGS

The use, providing for other's use, manufacture, merchandising, or possession of drugs without a doctor's prescription is prohibited by Federal and State laws and by the College. Possession of drug paraphernalia on the campus is prohibited by the College. **Violations of these rules may result in suspension or expulsion from the College, as well as prosecution by the civil authorities.**

For the purpose of this regulation, drugs are defined as including marijuana, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates and other hallucinogens except when taken under a physician's prescription in accordance with the law. Drug paraphernalia includes but

is not limited to bongs, roach clips, pipes, hypodermic syringes and needles.

An innocent student who observes his or her roommate violating College drug regulations may absolve himself or herself of being implicated in the violation by following the procedure stated below:

1. Request the roommate to remove drugs and/or drug related paraphernalia from their room.
2. If the request is denied by the roommate the residence hall president will be notified and it will be his or her responsibility to request removal of such material.
3. If both requests are denied the residential director will be notified by the Residence hall president and the roommate. This action relieves them from any further College responsibility.

EDUCATIONAL RECORDS

Federal regulations under the Educational Rights and Privacy Act of 1974 require that the College inform students and alumni of the rights afforded them by the Act. The following summary of Public Law 93-380 has been prepared so that each student may have an opportunity to become familiar with the provisions of this legislation. The law stipulates that students who are attending or who have attended the College (and the parents of some special status students) have the following rights:

1. To be provided a list of the types of educational records maintained by the College and relating directly to students;
2. To inspect and review the contents of these educational records;
3. To obtain copies of these records upon payment of the cost for reproduction and processing;
4. To be provided with the name and position of the official responsible for maintenance of each type of record, and with an identification of persons who have access to the records and the purposes for which these persons may have access;
5. To be informed of the policies of the College for reviewing and expunging these records;
6. To receive from the College an explanation of these records upon reasonable request for such explanations;
7. To obtain a hearing for challenging the content of these records;

8. To be informed of the categories of information which the College has designated as "Directory Information" under this Act;
9. To have the educational records treated in a confidential manner by the College. Neither the records nor the personally identifiable information contained therein, other than directory information, will be released without written consent of the student to any party other than those specifically authorized by the Act.

A. Types of Educational Records Maintained by Mary Washington College:

1. **Admission Records** — These records are maintained by the Dean and Assistant Dean of Admissions and Financial Aid, Mr. H. Conrad Warlick and Mr. G. Forrest Dickinson, Jr. and by the Vice President, Mr. A. Ray Merchent, and may contain the following information:
   a. Application for admission
   b. Secondary school or previous college transcripts
   c. Letters and statement of recommendation
   d. Standardized test scores
   e . Application supplement (after July, 1974)
   f. Letter of offer of admission
   g. Residential or nonresidential student form
   h. Correspondence

   (Note: Upon enrollment, these records become part of the Academic Record.)
2. **Academic Records** — These records are maintained by the Vice President for Administration and Planning, Mr. William M. Anderson, Jr., the Dean and Assistant Deans for Academic Advising and Career Services, Miss Mary Ann T. Burns, Mrs. Cornelia D. Oliver and Mr. Ronald B. Head, and may contain the following information:
   a. Permanent record of College grades
   b. Transcript of credits transferred to MWC
   c. Government forms pertaining to foreign student immigration status
   d. Forms and correspondence pertaining to a student's academic record
   e. Student-teacher evaluation forms
   f. Record of progress toward the degree
   g. Student schedules and registration information
3. **Financial Aid Records** — These records are maintained by the Dean and Assistant Dean of Admissions and

Financial Aid, Mr. H. Conrad Warlick and Mr. G. Forrest Dickinson, Jr., and may contain the following information:

a. Aid application and supporting financial statements
b. Award analysis form
c. Financial aid award letters and conditions of award; acceptance of award forms
d. Correspondence
e. Academic information
f. Standardized test scores
g. Student employment records

4. **Student Non-Academic Records** — These records may contain the following information and are maintained by the respective College officials as listed:

Dean of Students, Miss Suzanne Gordon

a. Personal Data Sheet
b. Disciplinary Records
c. Residence Hall Assignments
d. College transfer forms
e. Student-requested letters of recommendation
f. Student Activity Sheets
g. Correspondence

Director of the Counseling Center, Mrs. Mary A. K. Kelly

h. Counseling Records
i. Psychological Test Results
j. Correspondence

Chief, Campus Police, Mr. Daniel W. Bishop

k. Security Records

5. **Student Health Records** — These records are maintained by the College Physician, Dr. Ilma Overman, and may contain the following information:

a. Medical information form
b. Record of admission to Hugh Mercer Infirmary
c. Record of medical visits to the Infirmary
d. Reports of Consultants
e. Results of tests and treatments for illnesses and accidents

6. **Student Financial Records** — These records are maintained by the Comptroller, Mr. Edward V. Allison, Jr., and may contain the following information:

a. Student accounts
b. Record of financial aid
c. NDSL notes

d . Student employment payroll files

7. **Placement Records** — These records are maintained by the Assistant Dean for Career Services, Mr. Ronald B. Head and the Director of Career Placement Services, Miss Isabel Gordon, and may contain the following information:
   a. Placement Bureau Registration forms
   b. Contract with Placement Bureau
   c. Resume
   d. Statements of Recommendation
   e. Student-Teacher Evaluation Forms
   f. Letters of job offers/rejections
   g. Residential information sheet
   h. Interview form
   i. Personal data summary sheet

B. Persons Having Access to Educational Records

1. The College will not permit access to or the release of educational records without the written consent of the student or eligible parent to anyone other than the following:
   a. College officials who have been determined by the College to have legitimate educational interests;
   b. Officials of other schools or school systems in which the student seeks or intends to enroll, upon the condition that the student be notified of the request, receive a copy of the record if desired and have an opportunity to challenge the content of the record. *(See MWC policies below.)*
   c. Officials pursuant to their statutory responsibilities:
      1. the Comptroller General of the United States;
      2. the Secretary of Health, Education and Welfare;
      3. the Commissioner, the Director of the National Institute of Education or the Assistant Secretary for Education;
      4. State educational authorities;
   d. Any party legitimately connected with a student's application for, or receipt of, financial aid;
   e. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974;
   f. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the pur-

pose of developing, validating, or administering predictive tests, administering student aid programs, and improved instruction;

g. Accrediting organizations, for the purpose of carrying out their accrediting functions;

h. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954;

i. Parties acting under authority of a judicial order or pursuant to any lawfully issued subpoena, upon condition that students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution;

j. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

2. Any person may have access to "directory information" as defined by Mary Washington College under the authority of the Act, unless the student informs the custodian of the records containing such information that any or all of such information should not be released without the student's prior consent. "Directory information" includes "a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student."

3. Medical and Counseling Center records are *not* included in that category of records open to inspection; however, such records may be personally reviewed by a physician or other appropriate professional of the student's choice.

4. Custodians are not required to give access to financial records of parents or any information contained therein, nor are they required to give access to confidential letters and statements of recommendation which were placed in the educational records prior to January 1, 1975, or to which the student has waived the right of access.

C. Maintenance, Availability, Interpretation, and Disposal of Records

1. The College does not permit access to or the release of

educational records to officials of other schools or school systems, except for cooperative programs, without the written consent of the student.

2. Custodians of educational records maintain an updated list of the types of such records they keep, and have established procedures for granting access to such records, except those excluded by the Act. These procedures provide for:
   a. Inspection and review by students and eligible parents of the content of such records within a reasonable time, not to exceed 45 days, from date of request;
   b. Copying of such records at the expense of the student or eligible parent, but not to exceed the actual cost of reproduction (provided such records are not available at their original source outside the College);
   c. A response from the custodian to reasonable requests for explanations and interpretations of such records; and
   d. An opportunity for a hearing to challenge the content of such records. Such hearing shall:
      1) Be held and decided within a reasonable time;
      2) Be conducted by an official who does not have a direct interest in the outcome;
      3) Be conducted so as to afford a full and fair opportunity to present evidence; and
      4) Be concluded by a written decision within a reasonable time after the hearing.
3. Challenges to records may be made only on accuracy and not on judgements, *e.g.*, the accuracy of the recording of a grade, but not the grade itself.
4. Custodians of education records will from time to time, at their discretion, review and expunge such records, unless prior to destruction the student, or eligible parent, has requested access.

Note:

Any student wishing to have "Directory Information" withheld from College release should contact the appropriate office(s) as noted above in *writing*. "Directory Information" is defined by Mary Washington College under the authority of the Act as "a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members

of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student."

FIREARMS

The possession, carrying, use or threatened use of firearms, including ammunition and explosives, on campus by other than authorized law enforcement personnel is prohibited. Violators will be prosecuted by the civil authorities.

FIRE DRILLS AND SAFETY

Fire drills are held throughout the school year in each residence hall by the Residence Hall Fire and Safety Chairman under the direction of the Student Association Campus Fire and Safety Chairman. (Fire drills shall not be held for the purposes of punishment or pranks.) Printed instructions for fire drill procedures are issued to the occupants of each room in the residence hall. Each hall resident should, however, determine for himself or herself the location of the fire extinguisher and fire exit nearest his or her room.

Fire Emergency Procedure

1. Notify immediately the residence hall director or desk aide
2. Call the fire department emergency line (Ext. 432) to report as clearly as possible the location of the fire
3. Leave the building according to fire drill procedure

For safety, drying racks, trunks, suitcases or any obstruction may not be placed in hallways, steps, or doorways. Special locks or chain locks on doors are not permitted.

For reasons of safety, students are advised to avoid dimly lighted areas on campus such as the tennis courts, the rear of duPont Hall, the infirmary, and the library. Students should report any incidents immediately to the College Police (Ext. 234).

FURNISHINGS FOR RESIDENCE HALL ROOMS

The furnishings provided by the college consist of a bed, mattress, chest of drawers or a dresser-desk, and chair. Not included are pillows, blankets, linens, towels, study lamps, irons, curtains, or bedspreads. No furnishings in students' rooms, lounges, parlors, or any other areas of the dormitory may be removed without prior permission from the residence hall director. Students are not permitted to construct / build any items such as lofts, bunks, etc., in any room or any other areas of the dormitory.

GRIEVANCE PROCEDURES FOR RESOLVING ALLEGATIONS OF DISCRIMINATION

Mary Washington College is committed, by policy of the Board of Visitors dated February 11, 1978, to the concepts of equal employment and educational opportunities for all persons. It is recognized, however, that allegations of discrimination may arise and that procedures for addressing them in a prompt, orderly, and equitable manner should be available. The procedures which follow outline the processes and steps which have been established by the College to address specific allegations of discrimination.

Scope of the Procedure

This grievance procedure is available to any student at Mary Washington College who feels that he or she has been discriminated against by one or more persons serving in an official capacity for the College, which alleged action directly or indirectly negatively affects the education or work activity of the individual and which can be corrected by the College. The complaint or allegation must be based on one or more of the following discriminatory factors: race, color, religion, physical disability, national origin, political affiliation, marital status, sex, or age (except where sex or age is a bona fide occupational qualification). This procedure is designed specifically for resolving matters of alleged discrimination as may be applicable to Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other requirements.

Complaints of students concerning Judicial and Honor procedures and violations, student disputes with faculty members over marks or grading policies, and student campus housing policies that specify same sex roommates and single sex or coeducational residence halls shall be referred to other established procedures for resolution. If discrimination is a part of the allegation, the other established procedures will be utilized.

Procedures

Step One. A student with a complaint must consult in person with the College AAEEO Officer or, in his absence, his designee within 10 working days after the event that gave rise to the alleged violation.

For this meeting, the student must complete and sign an MWC Form D-1 (secured from the AAEEO Officer and returned to that office) providing the following information:

1. The basis for alleged discrimination (sex, race, age, etc.).
2. A clear statement of the facts upon which the complaint is based, including an explanation of how the student has been adversely affected.
3. An identification of the person(s) or the College policy or procedure considered responsible for the alleged discrimination upon which the complaint is based and an explanation of why the person(s) is considered responsible or why the College policy or procedure is considered improper.
4. A copy of any pertinent Board of Visitors or College policies or regulations, state statutes, contractual agreements, or other documents of custom or practice upon which the complainant relies.
5. A statement of the specific relief sought.

One purpose of this meeting is for the College AAEEO Officer to determine whether or not the allegation is one which comes within the purview of these procedures. The decision as to whether the complaint is covered by these procedures or is properly covered under other procedures shall be made entirely by the AAEEO Officer and announced to the complainant in writing within 10 working days after the initial meeting.

If the allegation is one that is within the purview of these procedures, the AAEEO Officer will review all of the facts provided by the complainant and will thoroughly investigate the alleged discrimination. The findings of the investigation and the proposed resolution will be communicated in writing to the complainant within 10 working days after the AAEEO Officer received the completed MWC Form D-1.

Step Two. In the event a student complainant is not satisfied with the *Step One* resolution, the individual may request a Complaint Panel hearing within five working days after receipt of the *Step One* decision. The request for a Panel hearing shall be made on a *Step Two* Complaint Form obtained from the College AAEEO Officer and returned to him once it is completed. On the *Step Two* Complaint Form, the complainant will provide the following information:

1. A list of witnesses to be present at the panel hearing.
2. The identification of any counsel, adviser, or observer to be present at the hearing.

This *Step Two* Form, together with the *Step One* Complaint Form, will constitute the formal application for a *Step Two* Complaint Panel hearing. The AAEEO Officer shall transmit these forms to the president of the College within five working days

after receipt of them.

The president shall appoint a three member panel composed of two full-time administrators and one full-time faculty member. The panel shall then elect a chairman from its ranks and set a date, time, and place for the hearing which shall not be more than 10 working days after it is selected. The student shall be notified of the hearing date, time, and place. Before the hearing, the AAEEO Officer will supply the panel members with copies of the complaint forms. After the hearing, the panel will submit its recommendation to the president of the College for his consideration and action. The president shall notify all parties of his decision within five working days after receipt of the recommendation of the panel. Procedures for conducting the hearing are given later in this document.

Step Three. If the president's decision is not acceptable to the complainant, the individual may appeal the decision to the Executive Committee of the Board of Visitors. To accomplish this, the complainant shall present to the president within 10 working days following the receipt of the president's decision a written request addressed to the rector for a hearing by the Executive Committee of the Board of Visitors. Within 30 days after receipt of a request from a complainant, the rector shall have the Executive Committee of the Board of Visitors review the record of the panel hearing and render a decision and notify the complainant.

The decision of the Executive Committee shall be final in all determinations relating to the College position on the complaint. Failure to comply with the decision of the Executive Committee or reprisals as a result of the decision shall be cause for disciplinary action.

The conduct of the hearing shall be as follows:

1. The panel shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing.
2. The panel may, at the beginning of the hearing, ask for statements clarifying the issues involved.
3. The hearing shall be recorded by tape, and a copy of the tape may be supplied to the complainant at his or her request for the cost of the tape.
4. Exhibits, when offered by the complainant or the College, may be received in evidence by the panel and, when so received, shall be marked and made part of the record.
5. The complainant and College official, or their representatives, shall present their claims and proofs and witnesses,

who shall submit to questions or other examination. The panel may, at its discretion, vary this procedure but shall afford full and equal opportunity to all parties and witnesses for presentation of any material or relevant proofs.

6. The parties may offer evidence and shall produce such additional evidence as the panel may deem necessary to an understanding and determination of the dispute. The panel shall be the judge of relevancy and materiality of the evidence offered. All evidence shall be taken in the presence of the panel and of the parties.
7. The panel will operate on the basis of a simple majority vote.
8. When all claims, evidence, and proofs are received from both parties, the panel shall deliberate in privacy and transmit its recommendation within five working days after the hearing to the president of the College. The president shall notify all parties of his decision within five working days after receipt of the recommendation of the panel.

NOTE: With consent of both parties, the panel may extend any or all of the time periods established in this procedure.

All questions relating to discrimination should be addressed to A. R. Merchent, Vice President and AAEEO Officer, Room 213 George Washington Hall, telephone (703) 373-7250, Extension 214, or write to Box 3575 College Station, Fredericksburg, Virginia 22401.

Nothing in the complaint procedure shown in this document is intended to prohibit an individual from filing in writing an allegation of discrimination with the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. 20201.

GROUP PARTIES

For definitions and procedures pertaining to Group Parties, see the section with the same heading under the **Student Rules** section of this chapter.

GUESTS

Anyone in a residence hall to which he or she is not assigned a room by the College is considered a guest.

For full definitions and procedures pertaining to Guests, see the section with the same heading in the **Student Rules** section of this chapter.

KEYS

Keys to an individual student's room door, and in certain residence halls, closet keys, are available to the student assigned the room and are issued by the Residence Hall Director. All keys are to be returned to the Residence Director upon withdrawal or at the end of the school term. A charge of $2 is made against the account of the student who loses or fails to return each key issued. See "Residence Hall Keys" in the **Student Rules** section of this chapter.

LEAVE OF ABSENCE

A student who intends to be away from campus for one or more semesters may request a leave of absence from the Office of the Dean. Leaves of absence are classified as:

1. *Study leave,* for a student who leaves to study at another college or university on a program fully approved by Mary Washington College for transfer credit toward a Mary Washington degree.
2. *Definite leave,* for a student with the definite expectation of return.
3. *Indefinite leave,* for a student who does not have definite plans but who wishes to keep in touch with the College.

LIBRARY

General Rules

Security Control. As a measure of personal security, the library maintains a check-point at the door. A student or a member of the College community entering the library must be prepared to present to the attendant at the door his or her College ID card. A visitor, upon entering the library, is asked to sign a register, giving his or her name, address and reasons for visiting the library.

As a means of assuring that no library materials are inadvertently or intentionally removed from the library without being properly charged out, each person leaving the building is requested to show the attendant all books and printed materials in his or her possession. Persons carrying briefcases, or any bag large enough to contain books or magazines, are requested to open these for routine checking by the attendant.

Smoking of Tobacco. Smoking is permitted only in the smoking lounge known as Foggy Bottom on the ground floor. Because of the fire hazard, smoking is not allowed in reading rooms or stack areas.

Food and Drink. To keep reading and study areas insect free and as clean as possible, food and drinks are not allowed in the building.

Circulation Rules

1. A student must present his or her ID card when borrowing a book from the library. Since he or she assumes responsibility for all books charged to his or her card, the loss of the ID card should be reported immediately to the library.
2. A book is loaned for a period of three weeks and may be renewed so long as no other reader has placed a hold on it. To be renewed, a book must be returned to the library.
3. A hold may be placed on a book that is in circulation. If requested, this book will be recalled after it has circulated for two weeks.
4. The borrower is responsible for the replacement of lost or damaged library materials.
5. A fine of five cents per day is levied on all overdue books and phonograph records.
6. Two notices will be sent as reminders that a book is overdue. If it becomes necessary to send a third overdue notice, a service charge of $2 will be levied in addition to the overdue fine.

   If an overdue book has not been returned within one week after the third overdue notice is sent, the replacement cost of the book (or a minimum of $10) is forwarded to the Office of the Comptroller where the amount is posted against the borrower's account. Should the book(s) be returned after the charge is entered on the account, the Office of the Comptroller credits the student's account with the full amount, except for a $5 charge to defray bookkeeping costs.

   An exception to the sending of three overdue notices is made at the end of each fall and spring semester. Since all books charged to students are due on the last day of exams, a student will be billed for a book not returned by the date due, even though it is impossible to have sent overdue notifications for the book.
7. No more than three phonograph records may be borrowed at one time. The period of loan is five days, renewable un-

less a hold has been placed on the record.

8. Periodicals must be used in the building. They may, by special arrangement, be borrowed for class use.
9. There are special rules for borrowing books from the reserve room.
   a. Overnight reserve books may be charged out one hour before closing. They are due one-half hour after the Library is open for business the following day. A request to borrow the overnight book may be submitted at any time on the day the book is to be borrowed.
   b. Three-day reserve books may be charged out at any time and are due at 8:30 a.m. on the fourth day (9:30 a.m. on Saturday and 1:30 p.m. on Sunday).
   c. Seven-day reserve books may be charged out at any time and are due at 8:30 a.m. on the eighth day (9:30 a.m. on Saturday and 1:30 p.m. on Sunday).
   d. Reserve books may not be renewed.
   e. The fine on an overdue reserve book is twenty-five cents for the first hour and ten cents for all succeeding hours during which the Library is open.

Interlibrary Loans

For students in advanced research oriented courses, the Library will provide interlibrary loan services if, in the opinion of the student's professor, the materials desired are absolutely essential to his or her studies. Books that are currently in print at moderate cost should not be requested on interlibrary loan.

MAIL

Students must rent a post office box directly from the College Station, a federal post office facility adjacent to the campus on College Avenue. The post office also serves area residents. Students must advise all correspondents and the College's Office of Student Records of their box numbers, since this is the only provision for personal mail. Special Delivery and UPS items must be addressed to the student at a specific residence hall to insure delivery.

The College provides daily delivery of on-campus mail to administrative and faculty offices. A box for on-campus mail is located in the mail room for each residence hall. It is the responsibility of the head desk aide to check his or her residence hall's box daily and deliver any mail accumulated in it to the proper student. Students who wish to send letters to an administrative or faculty office may leave them with the head desk aide or bring them to the mail room. There is no charge for on campus mail

delivery.

MALE HOUSING ON WEEKENDS IN ANN CARTER LEE HALL.

Below are shown the regulations pertaining to housing of male guests on weekends in facilities provided in Ann Carter Lee Hall.

Reservations are made in the Office of Student Activities in ACL. Reservations may not be made prior to Monday of the week the guest is to use the facility. Registration and payment for lodging are made in the Office of College Police in ACL.

1. The per night occupancy charge is $3 payable in advance. This fee provides an assigned bunk bed with sheets, blanket, pillow, pillowcase, towel and soap. Occupancy may begin at 5 p.m., Friday and 3 p.m., Saturday. Single night guests must vacate the room by noon the following day. All occupants must vacate the room from noon to 3 p.m. daily to permit cleaning.
2. The College assumes no responsibility for the loss of personal property or belongings of the occupant.
3. The occupant will not deface, damage, destroy or remove furnishings, bedding, towels or other equipment from the room and bath area. The occupant is liable for damage to or removal of furnishing from the room.
4. The occupant will admit no one to the room and understands that no visitation or personnel other than paid registered guests and College employees are allowed in the room.
5. The occupant will use only the bed assigned to him.
6. The occupant fully understands and acknowledges that College employees will be in the room from time to time.
7. Disruptive conduct or noises which interfere with activities in the building are not permitted. From midnight until 8 a.m., the occupant will refrain from noises or actions which might disturb others who may be sleeping.
8. In the event any disorderly conduct, disruptions, indications of danger, etc., develop in the room, the occupant will contact the College Police immediately.
9. Reservations will not be held after 8 p.m. Those without reservations, including male MWC commuting students, may secure accommodations, if available after 8 p.m. on a first come first served basis.

NOTICE TO LEAVE PREMISES

The Code of Virginia (18.2-129) states:

"Any person, whether or not a student, directed to leave the premises of . . . any institution of higher learning by a person

duly authorized to give such direction and who fails to do so shall be guilty of a Class 3 misdemeanor. Each day such person remains on the premise after such direction shall constitute a separate offense."

PAYMENT OF ACCOUNTS

Full payment of fees and tuition must be received by the due date, for a student to be permitted to register for classes. Any student whose full account, including charges such as library fines and lost book charges, infirmary charges, parking tickets, and lost key charges, is not settled at the end of a semester will not receive grades, transcripts, graduate, or be eligible to return to the College until the account is settled or satisfactory arrangements are made to settle the obligation.

Full payment of the continuance fee before the published deadline date is necessary before a student may select a residential room for the following year.

A student's transcript will be withheld in the event their NDSL account is in a past due or delinquent status.

PERMISSIONS

1. Permission must be obtained from the ***Residence Hall Director*** or person in charge of the hall for a guest of the opposite sex to enter a student's room except during visitation. This also applies to residents in coeducational housing.
2. Permission must be obtained from the ***Dean of Students*** for:
   a. changes in room assignments and residential or commuting classifications;
   b. remaining in the Residence Hall until Commencement (unless a candidate for graduation) or beyond the designated period halls are open after examinations;
   c. private residence hall parties or group parties in other approved locations on campus when alcoholic beverages will be served;
   d. room-to-room selling by students in the residence halls;
   e. group parties in approved locations on campus; and
   f. banquet licenses for group parties.
3. Permission must be obtained from the ***Office of Student Records*** to withdraw from the College.
4. Permission must be obtained from the ***Office of the Dean of the College*** for the use of academic facilities (space and

equipment).

5. Permission must be obtained from the ***Office of Student Activities*** (ACL Hall) for the use of non-academic facilities (space and equipment).
6. Permission must be obtained from the ***Director of the Physical Plant*** for group transportation under College auspices by College-owned buses and vehicles.

RECREATIONAL USE OF GOOLRICK HALL

Below are shown the procedures to be followed for the recreational uses of facilities in Goolrick Hall:

1. A student, faculty member or full-time employee must deposit his or her ID card and sign-in with the person on duty at the south entrance to Goolrick. At sign-in, the user must write his or her name, the time and the area to be used for recreational purposes. (Only persons holding blue, yellow, white, or green validated ID cards may use the facility.)
2. A student, faculty member or full-time employee may bring **one** guest. The guest must be signed in and accompanied at all times by the student, faculty member or full-time employee.
3. Upon departing Goolrick, the student, faculty member or full-time employee must sign out by placing the time of departure adjacent to his or her name, and reclaim ID card.
4. Abuses to these procedures which may include damage to facilities or theft of equipment either by the student, faculty member, full-time employee or by a guest of one of the above may result in loss of privileges, compensation for losses, dismissal from the College, termination of employment or other penalties as deemed appropriate.
5. Specific hours for use of the swimming pool, main and auxiliary gymnasiums, paddle ball court and weight rooms are posted each semester.

Students are reminded that the tennis courts and playing fields are available for recreational use when not utilized for class or intercollegiate teams, only after written permission has been obtained from the Chairman of the Department of Health and Physical Education.

SALES

Sales conducted by outside commercial or charitable organizations may not be conducted in the residence halls. Deliveries and collections may not be made to individual student

rooms by non-students.

SIGNS-NOTICES-BANNERS-ADVERTISEMENTS

No signs, notices, banners, advertisements, etc., shall be posted or displayed anywhere on campus except on bulletin boards within the buildings or on the outdoor bulletin boards in front of the Library and at Seacobeck Hall and on the tables in Seacobeck Hall, except, however, that signs and notices associated with student elections may be displayed on the outside of Lee Hall and the various residence halls consistent with provisions of the Student Association policies regarding election procedures.

STUDENT HOUSING CONTRACT

Student housing is available under the following contract terms:

College residential accommodations are available only for students classified by the College as having full-time student status. Only College assigned occupants may reside in dormitory rooms or houses. A student must occupy the room assigned by the Office of Dean of Students, and may not change a room assignment without permission from this Office. In case of withdrawal during the academic year the student is required to vacate his / her room within forty-eight (48) hours after the withdrawal date.

No overnight visit(s) are permitted in any room by members of the opposite sex.

Each student is issued a key to his / her room for the duration of this contract. *The College is not liable for loss of or damage to any personal property belonging to a student.* The furnishings provided by the college consists of a bed, mattress, chest of drawers or a dresser-desk, and chair. Not included are pillows, blankets, linens, towels, study lamps, irons, curtains, or bedspreads. No furnishings in students' rooms, lounges, parlors or any other areas of the dormitory may be removed without prior permission from the Residence Hall Director. Students are not permitted to construct / build any items such as lofts, bunks, etc., in any room or any other areas of the dormitory.

Provisions for storage of trunks and large suitcases are made in each residence hall, and all articles must be labeled with student's name and room number before being stored.

The following items are prohibited in student rooms: air conditioners, personal refrigerators over sixty watts, cooking and heating appliacnces, exterior radio or TV antennas, firearms, ammunition, firecrackers, or similar explosives, kegs of beer, and illegal drugs. No occupant or visitor is permitted to collect and / or assemble, any amount of flammable material which could constitute a fire hazard anywhere within the dormitory area; nor is an occupant or visitor permitted to kindle any type of fire within the dormitory other than a match or lighter for the purpose of lighting cigarettes, cigars, or pipes. No animals or pets except fish, are permitted anywhere in the dormitory. The College Police will remove pets from the campus with the costs borne by the student violating the regulation.

Each student is responsible for the general condition of the premises assigned to him or her, including damages, defacement, and general cleanliness. Charges for damages or defacement will be assessed the occupants, and must be paid promptly. Charges for damages to or defacement of any area in common use, such as bathrooms, lounges, recreation rooms, parlors, or corridors, may be assessed equally against residents in the affected area. Any condition amounting to a sanitation hazard shall likewise be remedied at the expense of the responsible resident(s).

If for any reason a student's roommate withdraws from the room, the student remaining in the room, with the approval of the Dean of Students, may have the privilege of one week to seek another roommate of his / her choice. After this period the College will make an assignment to fill the vacancy.

Guests in a Residence Hall must sign a guest book in the Residence Hall office. A guest is defined as any person in a Residence Hall to which he or she is not assigned a room by the College. Mary Washington College students of the same sex are not required to sign the guest book unless attending a group party in the Residence Hall. Guests of the opposite sex (maximum three (3) per student assigned to the room) may visit in a room only during the specified hours of visitation. Guests are not permitted in Residence Halls during Reading Days. During the Examination Period upperclass residence halls, with proper petition submitted to the Dean of Students, may have visitation. Overnight guests of the same sex visiting in the residence hall must be registered in the guest book and may remain no longer than two (2) consecutive nights.

Members of the immediate family of a student (father, mother, sisters, brothers, grandparents) may visit a student in his / her room at any time until the closing hour of the residence hall.

Soliciting and peddling in the residence halls are prohibited, except with prior written permission of the Dean of Students. Collection from, or deliveries to, individual student rooms, are not permitted.

Opening and closing dates and times to begin and terminate room occupancy are specified in the College Calendar and must be observed. Residence Halls will be closed during vacation periods and no student will be permitted to remain in a residence hall during these periods.

Between semesters and during the first and second semester vacation periods students may store their bicycles in their rooms.

Change of Status from *Dormitory* to *Commuting* Student: *The deadline date for changing status* from dormitory student to commuting student is *July 2, 1979.* All requests for changing status must be made in writing and received by the Dean of Admissions and Financial Aid by *5:00 p.m. on July 2.* A residential accommodation is reserved for each student who files a *Declaration to Continue Card* as a dormitory student and who is assigned a space in College housing. Any student who changes from dormitory to commuting status *after July 2 and prior to the opening of the College will be required to pay the room fee for the first semester 1979-80.* A student who abandons a room during a semester, to reside off campus, will be charged room and board for the remainder of the semester. The Dean of Students may exempt a student from the contract in extreme circumstances.

The College reserves the right to (1) change any room assignment or rate; (2) enter any room for routiae or emergency maintenance, cleanliness inspections and other valid causes; (3) control use of rooms in the event of an epidemic; and (4)terminate the housing contract for violation of any of the provisions of this contract including visitation or for other reasons deemed sufficient by the Dean

of Students.

In keeping with the College policy, housing assignments are made without descrimination by reason of race, color, religion, national origin, age, marital status, or political affiliation.

I have read and understand the above provisions and agree to abide by all College rules and regulations as stated in the *Housing Contract* which I accept as binding for the academic year.

SMOKING OF TOBACCO

Smoking is not permitted in the library (except in a room designated for that purpose), in George Washington, duPont and Monroe auditoriums or in the gymnasium, locker rooms or swimming pool area of Goolrick Hall. Smokers in any of these areas may be asked to leave by any member of the College community. Failure to leave when asked may result in punishment.

Smoking is permitted in classrooms unless there is a specific objection from the instructor or a class member.

TRASH DISPOSAL

Trash in a residence hall is to be deposited in designated areas and is removed on a regular schedule. Students are expected to remove trash from their rooms and deposit it in designated areas.

TRUNKS

Small chests or uncovered footlockers that can be incorporated in the room furnishings are permitted in student rooms. Large trunks must be labeled and stored in the trunk room. ***Trunks, footlockers and suitcases may be left in College storage rooms over the summer, tagged in accordance with instructions from the Dean of Students.*** Provisions do not exist for summer storage of items not contained in trunks, footlockers, and suitcases. No boxes or loose items can be stored. The College assumes no liability for stored items.

USE AND SCHEDULING OF COLLEGE FACILITIES

The guidelines for assignment and use of institutional space by students and faculty are outlined below:

1. College space may be used by any student or group of students when it does not disrupt academic activities, scheduled events, College functions, or other normal pursuits that take place in the area and when such use is not physically destructive or unlawful.
2. The Dean of Students in cooperation with those who have reserved space, may develop and make available, in ad-

vance, specific provisions to govern student conduct at a given event.

3. The Office of Student Activities or other College personnel are authorized to ask any student using or occupying College space in an adverse way or engaging in disruptive conduct to leave. The person may incur disciplinary action by the College or prosecution by the civil authorities.
4. Space must be reserved at least 10 days in advance of use. Reservations for space must be made with the appropriate administrative official ,as well as listed with the Office of Student Activities.

   Dean of the College—Academic buildings (all spaces within Combs, Chandler, duPont, Goolrick, Melchers, Monroe, and Pollard Halls, including Klein Theatre in duPont Hall)
   Outdoor academic instructional areas (tennis courts and playing fields)
   Dean of Students—All spaces in all residence halls and houses
   Student Recreation Room, lower level, Seacobeck Hall, Ball Circle, Westmoreland Circle, and all other outdoor areas adjacent to residence halls and houses
   Amphitheater
   Hugh Mercer Infirmary
   Log Cabin
   Office of Student Activities—Ann Carter Lee Hall; and the Auditorium, George Washington Hall
   Dean of Admissions and Financial Aid—Conference Room, third floor (Room 309), George Washington Hall
   Librarian—All spaces in the Library
   President—Board Room, first floor (Room 105), George Washington Hall
   Anne Fairfax House, Ann Fairfax Annex
   Reserve Parlor, ACL
5. Individuals or groups using College facilities or equipment are required to return them in satisfactory condition. A maintenance charge will be assessed for equipment returned uncleaned or facilities left in disorder.
6. All non-College individuals, organizations, and groups desiring the use of College facilities must submit their requests in writing to the Office of the Vice President of the College, Room 213, George Washington Hall. This includes the use of space requested by College personnel for any off campus organization or group.

   The procedures for scheduling College space are:

a. Request from the Office of the Vice President of the College a date, time, and place for the event to be scheduled. This must be done at least 10 days prior to the event. Once the request has been approved, the Office of Student Activities should be provided with information about the event suitable for an announcement of the event in the College Bulletin.
b. Provide the Office of Student Activities with a list of the equipment and supplies needed for the event.
c. Should the event be cancelled, notify immediately the individual with whom the space was scheduled and the Office of Student Activities.
d. The sponsoring organization or individual will be billed for food and beverages requisitioned for the event.

USE OF THE MARY WASHINGTON COLLEGE NAME

No member of the College Community, student or faculty group, club or organization, or non-college group or individual may use "MARY WASHINGTON COLLEGE" as a part of its title, name, or designation or in the title or name of any publication without prior written approval from the President of the College.

VISITATION

For rules and regulations pertaining to Visitation, see the section with the same heading under the **Student Rules** section of this chapter.

WITHDRAWALS

There are two types of withdrawals from the College; voluntary, in which the student initiates the action; and involuntary, in which appropriate authority at the College initiates the action.

1. Voluntary. A student who elects to withdraw from the College during a semester must report to the Office of the Dean of the College to obtain forms and instructions. The withdrawal procedure consists of the following:
   1) Completion of the Official Withdrawal from the College form
   2) Clearance from designated officials of the College
   3) Payment of all outstanding financial obligations to the College
   4) Submission of the Parental Authorization to Withdraw, if applicable
   5) Return of the I.D. card (and key to the Day Student Lounge, if applicable) to the Office of the Dean of the

College.

No grades for the semester will be recorded on the permanent record; however, a notation of withdrawal and the date will be made. A student having officially withdrawn from the College may be readmitted with the academic standing held at the end of the last semester of completed work unless otherwise stipulated by the Dean of the College.

2. Involuntary. A student who is required to withdraw from the College by the Dean of the College or by action of the Honor Council, Joint Council or as a result of an Administrative Hearing, must report with an official from the appropriate Council or from the Administration to the Office of the Dean of Students. Withdrawal procedures will be initiated and completed by that office.

   A student who withdraws under accusation of an honor violation must report with an Honor Council representative to the Office of the Dean of Students where withdrawal procedures will be initiated and completed.

A student who is expelled by action of either the Joint Council, Honor Council or an Administrative Hearing or one who withdraws under accusation of an honor offense is not eligible for readmission and is not permitted to return to the campus.

Fees will be adjusted based on the date the withdrawal request is submitted or the date the premises are vacated, whichever is later.

Student Rules

The College Administration has delegated to the Student Association responsibility for enforcing visitation regulations and a variety of other regulations pertaining to the operation of the residence halls. Full opportunity will continue to be given to the Association to fulfill this responsibility, and it is expected and anticipated that it will do so. However, should this delegated responsibility in regard to the enforcement of regulations, including visitation, not be effectively implemented by the Student Association, the College Administration will act in such manner as it deems appropriate to insure enforcement.

The following rules have the mutual agreement of the Student Association, the Office of the Dean of Students and the Presi-

dent of the College. The Judicial Court, with the cooperation and assistance of all residents, has the responsibility to implement and enforce regulations.

Each residence hall is supervised by a College official who is responsible to the Dean of Students. The official, or his or her appointed representative, must remain on duty in the building at all times. In addition, each of the residence halls is under the general supervision of a representative of the Student Association who is the House President. The House President in each upper class residence hall is elected by the residents in the spring for the following session and is responsible to the Student Association and to the residents. He or she has the following responsibilities:

1. scheduling a meeting of the hall at the beginning of the year and explaining the regulations of the College and the Student Association;
2. assisting residents in determining whether or not they wish to establish additional regulations for their particular hall or house;
3. guiding and counseling occupants in the housing unit when conflicts or problems arise; and
4. handling grievances within the particular housing unit.

CLOSING HOURS, RESIDENCE HALLS

1. All residence halls are locked by the Residence Director or person in charge at the following times: Sunday through Thursday—12 midnight; Friday and Saturday—2 a.m.
2. A student leaving the residence hall after the closing hour is urged to notify the Office of College Police of his or her leaving. A student who leaves a residence hall after the closing hour must leave the residence hall from the main entrance, and then leave the campus immediately.

DAY STUDENTS LOUNGE

A lounge exclusively for the use of day students has been established in Ann Carter Lee Hall.

Rules and regulations for use of the Day Students Lounge have been established by these students. Failure to observe these regulations will be handled by the day student's officers—specifically the Judicial Chairman in consultation with the Campus Judicial Chairman. Penalties may include official warnings, fines, and / or loss of lounge privileges. As members of the Mary Washington College Community, the day students

are responsible for all the rules and regulations of the College. Any violation of the visitation regulations by a residential student or day student will be handled by the Campus Judicial Chairman.

Rules for the Use of the Day Students Lounge:

1. Alcoholic beverages are not allowed in the Day Students Lounge, except when officially declared private for the purpose of having a party.
2. Individuals are responsible for cleaning up their own areas, i.e. coke bottles, "C" Shop dishes, etc.
3. Loud or abusive language will not be tolerated.
4. Physical abuse of furniture will result in prompt corrective action and payment for damages.
5. Radio or stereo volume must be at moderate levels.
6. Residential students are allowed in the Lounge only when accompanied by a day student.
7. The use of the Day Students Lounge by any student club or organization must be approved by the Day Student Executive Council 14 days prior to the date of the event.

DESK DUTY

To cover the residence hall desk during those hours when paid Desk Aides are not on duty every hall resident is required to serve some time on desk duty. This procedure was established as a condition for present visitation privileges. Any resident refusing to cooperate with this system will have all privileges of the front desk and visitation suspended for a period of time specified by the House Council. A system of Hall Offenses provides punishments for infractions such as failure to report for duty at the assigned time.

DRINKING OF ALCOHOLIC BEVERAGES

Intoxication or consumption of alcoholic beverages in public violates Virginia Statute, and violations will be handled by the College Police. The applicable Virginia laws governing drinking and possession of alcoholic beverages are stated under the College Regulations shown elsewhere in the *Handbook*.

Students are responsible for their behavior at all times regardless of their physical state. Any student whose behavior is offensive, disruptive, or destructive, whatever the cause, violates the acceptable standards of student conduct at Mary Washington College.

Infractions in residence halls or the Day Students Lounge will be referred to the Campus Judicial Court or Joint Council of the

Student Association—and punishment could result in suspension or expulsion for flagrant and / or chronic violations. Infractions elsewhere on campus are handled by the College Police. The Judicial System is concerned only with the student's behavior and not with the cause of such behavior.

GROUP PARTIES

The students of a residence hall may request that a public area of that residence, the basement room of Seacobeck Hall, or Ballroom of Ann Carter Lee Hall, be declared "private" for the purpose of holding a party at which beer is to be served. The request for use of any of these areas must be made to the Dean of Students.

In case of conflict between two organizations for use of Seacobeck or Ann Carter Lee Halls, consideration will be given to that organization which has had the least number of functions to date. Because the official function of Class Council is to plan social activities for the entire campus, it has priority over other organizations which require the use of Seacobeck or Ann Carter Lee Halls. When a campus-wide activity is planned by Class Council, no other similar social activity (residence hall party, club or organization party) may be held simultaneously.

Residence Halls

The following procedure shall be followed for a residence hall party (as used here the term residence hall refers to all occupants of the hall):

1. A form providing a list of details of the party must be completed and submitted to the Dean of Students at least **seven** days before the event.
2. In consultation with the Residence Director or Administrative Aide, the House Council must give its endorsement to the plan.
3. The students of the residence hall must be informed of the specifics, and a vote of approval must be obtained from 80 per cent of the entire population of the hall.
4. Copies of the plan must then be submitted to the Dean of Students.
5. The residence hall president or vice president and the hall judicial chairman or designated hall officers must be within the hall to ensure that a party functions properly.
6. During these "private" parties, a student may enjoy personal visitation in his or her own room. To implement this, a second sign-in point must be established to regis-

ter guests for visitation. **In addition, hall officers are to ensure that no student or guest may enter or leave a party or a residence hall room carrying an opened container of alcoholic beverage.**

7. The maximum numbers of individuals permitted in the party areas of the residence halls are listed below.

   These maximums were derived by a joint committee composed of the House Council in each hall and three members of the College administration. The numbers refer to the total individuals permitted in the area at any time. The areas designated for parties are the foyers and parlors unless otherwise noted.

Ball	250
Custis Recreation Room	100
Brent	55
Bushnell	175
Recreation Room	75
Framar	75
Hamlet House	15
Jefferson	200
Madison (Basement only)	110
Marshall	200
Marye	35
Mason	225
Recreation Room	200
Randolph	225
Recreation Room	175
Russell (upper and lower combined)	200
Trench Hill	40
Virginia	200
Recreation Room	50
Westmoreland (Basement only)	200

8. Expenses incurred for a party are the responsibility of those sponsoring it. No admission fee, collections at the door or donations at the party will be permitted.
9. Residential hall parties may be scheduled for Friday and Saturday nights and the night preceding an official College break and the first reading day. Each time a residence hall wishes to declare itself "private," it must follow the above procedure.
10. Group parties will not be permitted during reading days,

examinations or during the period from the end of examinations to Commencement.

11. Group parties at which no alcoholic beverage is being served (birthday, shower) and other social functions should be held with all due consideration of other residents.

Seacobeck Hall—capacity 450

The basement room of Seacobeck Dining Hall may be reserved for private parties by any established and recognized College organization, club, residence hall or unit thereof, provided appropriate approval is first obtained through the Office of the Dean of Students. Admission may be charged to these parties; however, a banquet license must be obtained by the reserving group for the serving of beer. Requests to the proper state official for a licence must be submitted at least 14 days in advance. Appropriate procedures regarding the use of this facility are the responsibility of the Office of the Dean of Students.

Ann Carter Lee Hall

Ballroom—capacity 950

Pool Room—to be determined

The Ballroom and the Pool Room of Ann Carter Lee Hall may be reserved for parties by any established and recognized College organization, club, residence hall or unit thereof, provided appropriate approval is first obtained through the Office of the Dean of Students. Groups holding parties in the Ballroom may charge admission. Beer to be served at these parties must be obtained through the "C" Shop, and personnel must be employed to serve the beer. Appropriate procedures regarding the use of this facility are the responsibility of the Office of the Dean of Students.

GUESTS

Definition

A guest is defined as any person in a residence hall who is not assigned a room in that residence hall by the College. (For regulations on the hosting of guests of the opposite sex, see section on **Visitation).**

Sign in Procedure for Guests

A guest who is not a MWC student must always be signed in. Any MWC student visiting a member of the opposite sex must be

signed in. All guests, male or female, must be signed in when attending a Group Party.

A student must sign in each of his or her guests into the Guest Book by signing his or her own name as host or hostess, giving the time at which each guest entered the residence hall, the sex of the guest, and the number of the guest. The student must also sign the guest out by recording the time of the guest's departure, and the initial of the host or hostess.

Disclosure

The Desk Aide has the right to stop and question any person entering the residence hall to determine his or her purpose for being there.

A student is required to, upon request, provide the full name of his or her guest to any of the following authorities:

Residence Hall Directors	College Administrators
Desk Aides	College Police
Residence Hall Officers	Judicial Chairmen
Honor Council & Contacts	Student Association Officers
	Residential Assistants

Responsibility

A. All guests must abide by the rules and regulations of the College at all times and are liable for any damage they may cause to any property.
B. Each student is responsible for the behavior of his or her guests and is liable for any damage to property caused by his or her guests.

Family Visitors

Members of the **immediate** family of a student may visit a student in his or her room at any time until the closing hour of the residence hall.

Special Days

Non-students (excluding members of the immediate family) and guests of the opposite sex will not be permitted to visit a student's room during Reading Days, examination days, and those days from the end of examinations through Commencement. However, should the residents of an upperclass hall wish to have visitation during examinations they must submit an affirmative petition signed by 80% of the hall residents to the Dean of Students at least two work days before the first examination.

Overnight Guests

An overnight guest must be of the same sex as his or her host or hostess. Each overnight guest must be signed in the Guest Book giving his or her full name, date entering the hall, and name of his or her host or hostess. An overnight guest may remain no longer than two consecutive nights unless given special permission from the Dean of Students.

PENALTIES FOR VIOLATIONS OF STUDENT ASSOCIATION RULES AND RESIDENCE HALL OFFENSES

1. In cases involving minor infractions of the rules, the student is dealt with by means of the system of automatic punishments (hall offenses) within the judicial department of the Student Association. Administered by the Residence Hall Judicial Chairman or the Campus Judicial Chairman, punishments cover Student Association and residence hall offenses and are not cumulative from one session to another.

   The President of the Student Association, the Campus Judicial Chairman or the Residence Hall Judicial Chairman, at his or her discretion, may require a student to appear before the Campus Judicial Court for one or more infractions of the rules.

   The penalty for the accumulation of more than three hall offenses will be handled by the Campus Judicial Chairman in consultation with the Residence Hall Judicial Chairman. Action taken may range from a letter of warning, to a possible fine up to $10, to a possible trial before Campus Judicial Court.
2. The following are designated as infractions by the Judicial Court:
   a. After one warning, refusal to observe study hours in the residence unit or hall
   b. After one warning, continuing to disturb others
   c. Not signing guests of the opposite sex in/out properly
   d. Leaving guests of the opposite sex unaccompanied in other areas than public parlors
   e. Leaving doors open after hours
   f. Having a member of the opposite sex in room and/or hall when there is no visitation
   g. Refusal to perform desk duty or show up at the assigned time; and
   h. Any other violations determined by the Campus Judicial Chairman to be an infraction.

In cases involving serious infractions of the rules, the Campus Judicial Court or the Joint Council may withdraw certain privileges from students who have violated College regulations. Punishments range, according to the seriousness of the offense, from the withdrawal of the privileges concerned in the infraction, to social probation, to strict campusing or a modification thereof or to suspension for infractions of a more serious nature. In cases of a very serious infraction, expulsion from the College may be in order upon recommendation of the Joint Council and approval by the President of the College.

3. Possible punishments include:
   a. Assignment of extra desk hours;
   b. Assignment of the responsibility for checking doors at the closing hour; and
   c. Forfeiture of room on campus for a specified period of time. This punishment may be recommended if a student ignores major Student Association regulations.
   d. *Social Probation.* A student placed on social probation must appear before the Joint Council if he or she violates a major Student Association regulation (e.g. visitations or breaking imposed campus penalties) and may be subject to expulsion.
   e. *Strict Campus.* A student who is placed on strict campus will be subject to the following:
      1) may not have visitors of the opposite sex or be signed into another residence hall;
      2) may not attend dances or other all-college recreational or social events;
      3) may not visit the C-Shop;
      4) may spend the night only in his or her room;
      5) may not key in after residence halls close;
      6) will be recorded as suspended for the remainder of the session if he or she withdraws voluntarily from the College.
   f. *Suspension:* When suspended the student must leave campus within 36 hours after the penalty has been imposed and following consultation with the Dean of Students. A student suspended from the College may not reapply for resumption of his or her studies until the designated time and then he or she must do so to the Committee on Admissions.
   g. *Expulsion:* When expelled the student must leave campus within 36 hours after the penalty has been impos-

ed and following consultation with the Dean of Students. A student expelled from the College is permanently ineligible for readmission.

4. Notification of parents. Parents or guardians will be notified by the Dean of Students of the violation and penalty imposed by the Joint Council. In cases involving suspension or expulsion, the parents or guardians will be notified immediately by telephone and by letter from the Dean of Students.
5. Both the Campus Judicial Court and the Joint Council may impose penalties other than those listed.

RESIDENCE HALLS

1. Members of the opposite sex are allowed in student's rooms only with the permission of the Residence Director or person in charge, except during visitation hours.
2. The observance of study hours may be established by each upperclass residence hall or unit. Consideration of others is expected at all times. Record players and other musical instruments should be kept at a volume that cannot be heard outside the occupant's room.
3. The established study hours in all freshman residence halls are from 7 p.m. to 10 p.m. Sunday through Thursday.
4. Strict Study will be in effect during Reading Days and examination periods.

See additional regulations for residence halls listed under "Student Housing Contract" in the **Administrative Regulations** section of this chapter.

RESIDENCE HALL KEYS

1. Any student returning to campus after the closing hour must obtain a key from the Office of College Police in Ann Carter Lee Hall. The person on duty will record the student's name and key number, request that he or she show his or her **student identification card** and **require that he or she sign for the key.**

   No student will be issued a key without an identification card. If the student does not have an identification card, he or she must call someone to bring it to the Office of College Police before a key will be issued. If the student cannot obtain his or her identification card by this means, he or she must call the Residence Hall Director or Administrative Aide to admit him or her to the hall.

Once a key has been issued the student must deposit the key in the wooden box placed right inside the main door of the residence hall and notify the Office of College Police (Ext. 234) of his or her safe return. This should be accomplished within 20 minutes of the time that the key is issued.

2. For his or her own safety, a student must enter his or her respective hall immediately upon returning to campus after the closing hour.
3. When using the doors after closing hours, a student must make sure that the door locks securely behind him or her.

   A student may key into a residence hall other than his or her own. In such a situation, the student must give to the Office of College Police the name of his or her own residence hall and the residence hall to which he or she is going.

4. *The following constitute key violations:*
   a. failure to notify the Office of College Police of safe arrival to the residence hall within 20 minutes after obtaining key;
   b. failure to deposit key in appropriate box immediately after safe arrival.
5. A student who does not return the key within 20 minutes after entering the residence hall will be dealt with through the system of automatic punishments.
   a. For the *first offense,* the student will receive a *written warning* from the Campus Judicial Chairman.
   b. For the *second offense,* the student will receeive *two hall offenses.*
   c. For more than *three offenses,* the student will be dealt with individually by the *Campus Judicial Chairman who will then decide the action deemed necessary.*
6. A fine up to $25 payable to the College may be given a student who loses a key which has been signed in his or her name. Additional punishment may be decided upon by the Campus Judicial Chairman.
7. In order to provide for the safety of the other students, a student must not duplicate a key or allow a key to be duplicated. Such duplication constitutes a **fraud,** and offenses will be dealt with by the Honor Council.
8. A student who gives his or her key to another person is subject to loss of key privileges for the remainder of the academic year.

SEARCHES AND SEIZURES

1. Appropriate College personnel may make reasonable inspections of the College premises, including residence hall rooms, for maintenance and safety purposes. This, of course, would not involve examining the student's personal property. No warrant is needed for such an inspection. Such inspection should be routine and reasonable notice should be given.
2. If College personnel have reason to suspect a maintenance problem of an emergency or reasonably critical nature, such as to render notice unfeasible, they may go into a residence hall room to investigate and to perform necessary maintenance. Again, no warrant is needed.
3. If the College authorities have reasonable cause to believe that a College rule is being violated in a manner which prejudices the proper and efficient operation of the College for the welfare of the student body generally, the College authorities may inspect the student's room for the purpose of investigating the violation and enforcing the College's rules. If there is reasonable ground for **belief** that the violation is taking place, the search is necessary for the investigation of the violation and the enforcement of the rule, and action against the offender is limited to administrative procedures as distinguished from criminal proceedings. No search warrant would be required.

   The Dean of Students accompanied by the Residence Hall Director and a student hall official should participate in such a search. The College Police may assist in such a search.
4. If the search is to be made for the purpose of a police investigation of a violation of the criminal law, a search warrant must be obtained even though actual prosecution may not be contemplated.
5. There are situations in which searches can be made of private residences without search warrants. Examples of these are—the search of the area under the **immediate personal control** of a person being arrested, the invasion of a person's home in hot pursuit or a search made when it is not reasonably possible to get a search warrant. These are all extraordinary situations.
6. Evidence observed by College personnel under situations above may be used in court in a criminal prosecution as well as in a College disciplinary proceeding. However, in order for this to be the case, the inspections made under

situations listed above must have been made in good faith and not as a subterfuge or excuse to obtain evidence not otherwise obtainable.

7. A residence hall director or his or her designee may open a student's room for the student's parent or guardian when all the following circumstances occur:
   a. The student cannot be located through normal procedures.
   b. The parent or guardian makes an emergency request to the hall director (or designee).
   c. The parent or guardian presents proper identification to the hall director (or designee).

SMOKING OF TOBACCO

Smoking of tobacco is permitted in most areas of the College, including classrooms, unless there is a specific objection from the instructor or any member of the class. Those who smoke are responsible for any damage incurred to College property and are expected to comply at all times with safety regulations and health standards.

Smoking is not permitted in: George Washington, duPont and Monroe auditoriums and the gymnasium, locker rooms or swimming pool areas of Goolrick Hall.

Any member of the college community can ask a smoker to leave these areas. Failure to cease smoking when requested to do so can result in punishment.

STUDENT ASSOCIATION FACULTY DINING PLAN

Students have the privilege of inviting faculty members to be their guests at the College dining hall. Student hosts or hostesses must sign up 24 hours in advance in the Office of Student Activities in Ann Carter Lee Hall and pick up the ticket for which there is no charge.

STUDENT-FACULTY DISPUTES

An Academic Review Board composed of elected students, faculty members and the dean of the College exists to hear complaints between a student and a faculty member which have not been resolved at a lower level. The board will consider complaints brought by a student such as classroom attendance and performance, grading practices, unreasonable tests, papers and assignments, inaccessibility for assistance outside the class and unwillingness to listen or insensitivity to reasonable suggestions and problems. Details of the procedure and the responsibility of the board may be obtained from student departmental representatives or from the dean of the College.

VISITATION

Visitation is a privilege extended to the student body. This privilege has been granted with the understanding that residents of the various halls will assume the responsibility of manning the hall desk when paid desk aides are not on duty, and of adhering to the regulations to implement visitation.

The term visitation refers to the College policy which permits a member of the opposite sex to visit, upon invitation, a student in his or her residence hall room.

The visitation hours are listed in the chart below:

	Freshman Halls* (Custis, Madison Mason, Randolph)	Trench Hill Russell	Upperclass Halls
Monday	no visitation	no visitation	11 a.m.-midnight
Tuesday	no visitation	no visitation	11 a.m.-midnight
Wednesday	no visitation	11 a.m.-midnight	11 a.m.-midnight
Thursday	no visitation	no visitation	11 a.m.-midnight
Friday	11 a.m.-2 a.m.	11 a.m.-2 a.m.	11 a.m.-2 a.m.
Saturday	10 a.m.-2 a.m.	10 a.m.-2 a.m.	10 a.m.-2 a.m.
Sunday	10 a.m.-midnight	10 a.m.-midnight	10 a.m.-midnight

* Visitation is also permitted in freshman halls on the last day of classes before exams.

Guests must be signed out at least five minutes before the closing hour of each residence hall.

Visitation is not permitted before registration, during reading days, examinations or during the period from the end of examinations through Commencement. Should an upperclass residence hall wish to include visitation during the dates designated as the examination period, a written affirmative petition signed by 80 percent of the residents must be presented to the Dean of Students at least two work days before the first examination.

Each resident in a hall is required to serve as a "non-paid desk aide" during the hours when paid desk aides are not on duty. This insures desk coverage so that visitation procedures can function.

Any resident refusing to cover the desk may have all desk privileges suspended for a period of time specified by the House Council in consultation with the Judicial Chairman of the Student Association. If the desk is not adequately covered, the Judicial Chairman of the Student Association with the Dean of Students reserves the right to suspend visitation privileges in the residence hall.

Visitation Regulations

1. A member of the opposite sex is allowed in a student's room only during the specified visitation hours.
2. The student is responsible for properly signing in and out all guests. (See section on **Guests** for details).
3. A guest of the opposite sex must enter through the main entrance of a residence hall and must be signed in before proceeding beyond this area.
4. A guest must depart immediately after being signed out.
5. There may be no more than than three members of the opposite sex signed in as guests of one student at any given time. This does not apply to members of the IMMEDIATE family.
6. A student is, at all times, reponsible for the conduct and actions of his or her guests and is liable for any damage caused by a guest.
7. The residence hall director or person in charge may permit visitation in a student's room during moving in or out of a room.
8. Unaccompanied persons of the opposite sex from that of the hall or floor (in the case of coeducational halls) found in areas other than a public parlor, restroom, or hall office will be detained, questioned and subject to arrest for tresspassing.

Men and women living in a coeducational residence hall who wish to visit members of the opposite sex in the same hall during visitation hours must be signed in and out in the guest book at the main desk. Permission must be obtained from the residence director at any other time a student needs to go to the room of another student of the opposite sex living in the same residence hall.

Student Affairs

The Student Association

The Student Association at Mary Washington is an important part of student life. Upon matriculation into the College, a student automatically becomes a member of the association. All students are encouraged to become active members, so that the association is a truly representative body of student thought and opinion, voicing the needs and concerns of the student body.

SA PURPOSE

The purpose of the Student Association is to work for a better College community through the development and strengthening of individual responsibility, citizenship and honor; to share with the faculty and the administration the obligation of respecting and promoting the traditions, standards and objectives of the College; and to instill the convictions of self government and democracy in every student.

The Student Association officers acknowledge to the students of Mary Washington College the following obligations: to represent student opinion actively; to respect the rights of the individual; to cultivate and uphold the academic and social atmosphere conducive to the fulfillment of the aims of the College; to promote communication, cooperation and understanding among students, faculty and administration; to stimulate awareness of national and international affairs and their importance to the individual; to promote environmental improvements necessary for the welfare of the students; and to affirm that the Student Association shall continue as a democratic body.

STUDENT ASSOCIATION ORGANIZATION

I. EXECUTIVE

The executive branch of the Student Association is the Executive Cabinet, a body comprised of the five SA officers, which acts under the direction of the president of

the Student Association. The president is the official spokesman of the Executive Cabinet of the Student Association.

Executive Cabinet

The Executive Cabinet represents the student body on all matters of joint concern between the administration of the College and the student body. The Executive Cabinet is the highest SA body on campus, and its members are the chairmen of the executive, legislative and judicial branches of the Student Association.

II. LEGISLATIVE

The legislative branch of the Student Association is the Senate. Each residence hall has at least one senator. Those halls containing more than 50 students shall be represented by one senator for each 50 students and one additional senator when an increment of 50 is exceeded by 30. The day students are represented by one senator for every 50 degree—seeking day students.

While a senator's primary responsibility is in representing his or her constituency, he or she also participates actively in one or more of the senate committees to improve college life.

The vice president of the Student Association presides over the Senate.

The Senate is organized into standing and temporary committees for the efficient performance of its duties. All legislative powers are vested in the Senate. A proposal which passes the Senate shall be presented to the Executive Cabinet before it is referred to the appropriate body. The proposal may be approved by the Executive Cabinet or, if vetoed by the Executive Cabinet, shall be returned to the Senate for debate. A two-thirds vote of the entire Senate shall override the veto.

Standing Committees of the Senate

The chairmen of the standing committees of the Senate are appointed by the president of the Senate.

Interested students who are not senators are encouraged to volunteer for service on the committees.

Secretary-Treasurer oversees the money allocated to the Senate. Each Senate committee submits a budget to the secretary-treasurer who shall make proper allotments

from the Senate funds. The secretary-treasurer shall oversee the administration of Senate funds.

Coordinating Committee gathers and organizes data concerning the state of student opinion on current issues. This will take the form of written surveys with the exception of an annual financial referendum conducted for the S.A. Finance Committee.

Publicity Committee provides campus publicity for any event or activity of the Association.

Rules and Procedures Committee handles all campus-wide elections, as well as smaller group elections. It also reviews, revises and edits all rules concerning the Student Association as stated in the Constitution and the *Student Handbook*. The rules and procedures chairman, and the whole Senate, and the day student president should attend the first Residential Council meeting in order to explain the procedures by which the districts are divided and Senate elections are held.

Special Projects Committee brings events of varying interests to the campus. This committee organizes special service events, such as voter registration, speakers and informative panel discussions on topics of student interest. It organizes special campus events and studies the possibility of improvements where deemed necessary. The responsibility for informing the student body of events of the nation, state and community rests with this committee.

Student Organization and Procedures Committee is responsible for the recommendations to the Executive Cabinet of student members to all Student-Faculty Committees. This committee also forms subcommittees as necessary to study any student government changes in structure or procedure. This committee is also responsible for the upkeep of all campus bulletin boards.

Student Welfare Committee studies and reports its findings on any aspect of student concern, i.e., the infirmary, dining hall, police force. The committee also studies the possibilities of any project that would be of benefit to the entire student body.

III. JUDICIAL

All judicial powers granted in the S.A. Constitution shall be vested in the residence hall and day student judicial chairmen, the Campus Judicial Court, the Judicial Ap-

pellate Board, the Joint Council, and the Campus Judicial Chairmen.

A. The Residence Hall Judicial Chairman

The residence hall judicial chairman shall administer punishments for hall infractions and certain other minor infractions; he or she will act as the mediary between the accused and the Campus Judicial Court and Judicial Chairman; and he or she will accompany the accused to a Joint Council trial if an appeal is made.

Each residence hall and day student judicial chairman shall be appointed in the second semester of the academic year for a term of two semesters. Each residence hall judicial chairman shall reside on campus throughout his or her term of office.

B. Procedure for Investigation of Social Infractions:

1. Upon notification of a social infraction (by a residence hall president, administrative aide, residence director) the residence hall chairman shall immediately contact witnesses and / or others involved. If there are conflicting accounts of the incident, written statements must be obtained.
2. If there is sufficient evidence, and if the campus judicial chairman advises, the residence hall chairman must confront the suspected offender, relate the circumstances as he or she understands them and inform the student of his or her rights.
   a. The suspected offender does not have to say anything.
   b. The suspected offender is on his or her honor while discussing the circumstances of the case. If the residence hall chairman feels that upon preliminary investigation a trial is warranted, he or she immediately contacts the campus judicial chairman. Upon confirmation, from the campus judicial chairman, he or she then immediately informs the accused that a trial will be held.
   c. The suspected offender may have an open or closed trial. At an open trial, only as many people as can safely fit into the area in which the hearing is to be held may attend.
   d. The suspected offender may have character witnesses.

e. In all judicial matters under consideration by student courts, students shall have the right to due process.

3. Accusations must be made within four school days after the incident.
4. The campus judicial chairman informs the suspected offender of when the trial will be held.

C. The Campus Judicial Court

The Campus Judicial Court shall be composed of the campus judicial chairman and eight elected members, two from each class—freshman, sophomore, junior and senior. The court shall hear those cases referred to it by the residence hall judicial chairman.

If a judicial representative feels that he or she cannot hear the case objectively, the representative shall disqualify himself or herself from the trial. A quorum of five must be present to hold a trial.

Procedure for Campus Judicial Court Hearings:

1. The residence hall judicial chairman and the suspected offender are introduced to the court by the campus judicial chairman.
2. The residence hall judicial chairman briefly relates to the judicial court the circumstances of the case and/or other facts relevant to the case.
3. The court may ask questions after each testimony.
4. The chairman reminds the suspected offender that he or she is on his or her honor to tell the truth, that he or she does not have to testify and that character witnesses may testify if so desired.
5. The chairman asks the suspected offender to relate the circumstances surrounding the case to the court. After this, the residence hall judicial chairman may question the offender.
6. Any other witnesses are then escorted into the courtroom.
7. All witnesses are reminded that they are on their honor when giving testimony.
8. The suspected offender has the opportunity to cross-examine and raise any questions he or she may have.
9. After testimony the chairman adjourns the court for deliberation. The court may recall the accused, the

accuser and any witnesses to question further their testimony. At this time additional comments may be made. The court must reach a unanimous decision after discussion.

All records of a trial (tape and minutes) in which a verdict of guilty is given, will be kept locked in the judicial files. It shall be the duty of the campus judicial chairman to see that these records are properly and safely stored. Inspection of these records will only be granted to any person who may prove his or her legitimate interest in that case to the judicial court.

In the case of a not-guilty verdict, all minutes and tapes of the trial shall be destroyed.

10. The court is reconvened and the chairman announces the Campus Judicial Court's decision.
11. The campus judicial chairman must remind the offender of the right to appeal the decision to the Judicial Appellate Board.
12. All hearings will be assumed closed unless the accused requests otherwise.

Procedure for Appeal to Judicial Appellate Board:

The Judicial Appellate Board shall be composed of the campus judicial chairman, the senior faculty member of the Joint Council, and the class president, or in the event of a conflict of interest, the vice president of the class of which the accused is a member. All will serve with equal voice and vote.

An accused who has been found guilty of a judicial regulation by the Campus Judicial Court may, within five school days after notification of the decision of the Campus Judicial Court, request the Judicial Appellate Board to review the decision of Campus Judicial Court on any one or combination of the following grounds:

a. that the evidence is not sufficient to support the finding of guilt.
b. that the Campus Judicial Court denied the accused procedural due process.
c. that the penalty was too harsh for the offense committed.

In a request, the student shall set forth all his or her objections to the action of the Campus Judicial Court. The Judicial Appellate Board will meet after receiving the let-

ter of appeal to reconsider the case in its entirety. The accused is entitled to all rights and considerations such as the right to counsel, character witnesses and an open trial if so desired.

Procedure for Appellate Hearing:

1 . The campus judicial chairman reads the letter of appeal to the Appellate Board and adds any relevant information.
2. Should the campus judicial chairman be involved in the hearing the senior representative will act as temporary chairman for the hearing.
3. Testimony is heard in its entirety.
4. The decision of the Appellate Board is never more harsh than the decision of Campus Judicial Court.
5. The decision of the Judicial Appellate Board shall stand and be final.
6. The judicial chairman of the residence hall shall be notified of the decision.

D. The Joint Council

The Joint Council, the highest judicial body on campus, is composed of three faculty members and four students. The faculty members are appointed by the president of the College with the faculty member having the longest service on the council serving as the faculty chairman. The four students are members of the Campus Judicial Court; one representative from each class. The campus judicial chairman, a non-voting member, convenes the Joint Council when an offence has been brought to his or her attention.

The Joint Council hears and decides cases which might result in suspension or expulsion, or cases of extreme complexity. Generally, any violation of major Student Association regulations will appear before the Joint Council. A decision of the Joint Council shall be submitted to the president of the College in the form of a recommendation.

1. Joint Council cases are referred to the campus judical chairman by the following people:
   a. any member of the College community aware that a serious violation has been committed; and
   b. the residence hall judicial chairman.
2. Except in the case of extenuating circumstances, an

accusation must be made within 96 hours (four days) of the offense.

3. After conferring with all persons involved, the campus judicial chairman decides if the circumstances warrant a Joint Council hearing.
4. The campus judicial chairman talks to the accused, the accuser and the president of the residence hall in which the accused resides and informs them of the procedures of the hearing.
5. The campus judicial chairman contacts the President of the College, the Dean of Students, the faculty chairman, and the Student Association president to inform them of a case. A time for the hearing is then set within seven days of the accusation, except in the case of extenuating circumstances which would be determined by the campus judicial chairman.
6. The campus judicial chairman then contacts all members of the Joint Council and arranges to have excused absences for all students involved in the case.
7. The campus judicial chairman notifies the accused verbally and in writing of the offense of which the student is accused, and the time, the date and the place of the Joint Council hearing. The accused is informed of the right to have an open hearing, character witnesses and defense counsel. Defense counsel may be non-paid, or paid at the expense of the accused. All counsel is in an advisory capacity and the accused must speak for himself or herself if called upon. All hearings will be assumed to be closed unless the accused requests otherwise.

Hearing:

1. The Joint Council members are informed of the circumstances of the case by the campus judicial chairman.
2. The accused is escorted into the council room and introduced to the council by the campus judicial chairman.
3. The campus judicial chairman informs the accused again of the charge made, the defendant is informed that the honor system applies when testifying and that character witnesses may testify if it is desired.
4. The accused is asked to tell the circumstances sur-

rounding the case and any information relevant to the case.

5. The accused is then questioned by the Joint Council. After testimony and questioning, the accused remains in the council room to hear all further testimony.
6. The residence hall president or judicial chairman is escorted into the council room and introduced to the Joint Council by the campus judicial chairman. He or she is then told to relate the circumstances of the case as he or she knows them. The council then questions the president or judicial chairman concerning the case.
7. Testimonies are then heard from any other witnesses involved in the case. All persons involved with the case are subject to the above procedures.
8. All statements as well as all testimonies are considered in reaching a decision. All Joint Council members including the campus judicial chairman adjourn for deliberation. For additional questioning, members will return to the hearing room.
9. A vote is taken for the decision (a majority vote is required for any action, but a unanimous vote is preferred to show the council's support for the decision).
10. After a decision has been reached, the faculty chairman informs the President of the College (or a deputy appointed by the president in his absence) of the decision by phone.
11. The council then returns to the hearing room and the campus judicial chairman announces the decision.
12. If the case results in either the suspension or expulsion of the accused, the campus judicial chairman immediately escorts the student to the Office of the Dean of Students. A student expelled by Joint Council can remain on campus not more than 36 hours. The Dean of Students places a call to the parents of the student. The call is made in the presence of the student and the campus judicial chairman.
13. After the hearing, a letter is written to the President of the College confirming the information conveyed

to him earlier by the telephone call. A second copy is filed in the Joint Council file. (Student Association letterhead for all correspondence.)

14. A letter to the student is written immediately by the secretary of the Joint Council who is appointed by the campus judicial chairman. Copies of this letter are sent to:
    a. student's parents;
    b. the Dean of Students;
    c. the Joint Council file; and
    d. the Office of Student Records.

    The Joint Council file shall contain a copy of the letter to the student and a brief summary of the case.

Procedure for Appeal of Joint Council Decisions:

1. An accused who has been found guilty of a judicial regulation by the Joint Council may, within 5 school days after the notification of the decision of the Joint Council, request in writing that the President of the College review the decision of the Joint Council. A copy of this request should be sent to the campus judicial chairman.
2. In the request, the student shall set forth the grounds for appealing the action of the Joint Council. An appeal may only be made on any one or combination of the following grounds:
    a. that the evidence is insufficient to support the finding of guilt.
    b. that the Campus Judicial Court denied the accused procedural due process.
    c. that the penalty was too harsh for the offense committed.
3. Immediately upon receipt of an appeal request, the President of the College shall notify the campus judicial chairman, who shall, as soon as possible thereafter, supply the President of the College with the transcript of the Joint Council hearing.
4. The President of the College shall limit his review solely to the transcript of the Joint Council hearing and shall notify the accused of the results of his review within five days after receiving the transcript of the Joint Council hearing.

5. If after his review the President agrees with the decision of the Joint Council, such decision shall stand and be final. If the President believes that the contentions of the student have merit, he will advise the Joint Council of his views, with a request that the Joint Council reconsider the decision.
6. It shall be the prerogative of the Joint Council to determine whether or not to reconsider a decision. The action of the Joint Council will be final.

Procedure for Open Hearings:

Procedure for an open hearing before either the Joint Council or the Campus Judicial Court will remain essentially the same as for a closed hearing. Any individuals whom the accused wishes to be present shall be allowed to attend, provided they can sit safely in the area. A list of these individuals must be submitted to the campus judicial chairman at least one day before the scheduled trial, maximum capacity to be determined by the campus judicial chairman. The campus judicial chairman maintains the right to clear the room, and is responsible for maintaining the order and dignity of the court. The members of the court will adjourn for private deliberations after all testimony has been heard.

CONSTITUTION
STUDENT ASSOCIATION
MARY WASHINGTON COLLEGE

Preamble

WE, THE STUDENTS OF MARY WASHINGTON COLLEGE HAVING ESTABLISHED A STUDENT ASSOCIATION TO PROMOTE COMMUNICATION, COOPERATION AND UNDERSTANDING AMONG STUDENTS, FACULTY AND ADMINISTRATORS DO ORDAIN AND ESTABLISH THIS OUR CONSTITUTION.

Article I: Purpose

The purpose of the Student Association shall be to work for a better College community through the development and strengthening of individual responsibility and citizenship. The Student Association shall share with the faculty and the administration the obligation of respecting and promoting the tradition, standards and objectives of the College; and instilling the principles of self-government and democracy in every student.

Article II: Membership
Upon matriculation into the College a student automatically becomes a member of the Student Association.

Article III: Organization
The student body shall elect the following officers: President, Vice President, Judicial Chairman, Academic Affairs Chairman, and Student Association Whip. These five officers shall have the responsibility for the efficient operation of the association under the direction of the President of the Student Association.

Article IV: Authority
The authority of the Student Association is derived from delegation by the President of the College and from the student body of the College. The elected representatives of the Student Association shall have the sole authority to act in the name of the student body. The Student Association commits itself to uphold and enforce those regulations which have been made through mutual agreement and understanding between the Student Association and the administration of the College.

Section 1. The Executive Cabinet, as representatives of the Student Association, shall have the responsibility to study any matter affecting the welfare of the student body and the College. These representatives have the responsibility to make recommendations which will foster the best interests of the student body and the College.
Section 2. The allocation of funds from student fees for designated purposes shall be authorized by a special committee or committees of the association, in keeping with the authority delegated by the president of the College.
Section 3. The representatives of the Student Association shall have the authority to regulate all Student Association elections.

Article V: Ratification
Ratification of the constitution of the association shall be decided upon by a majority of votes cast by members of the association.

Article VI: Executive Department
Section 1. The executive power shall be vested in a deliberative body, the Executive Cabinet of the Student Association, under the direction of the president of the Student Association.
Section 2. The Executive Cabinet shall be composed of five

voting members: the President, the Vice President (the President of the Senate), the Judicial Chairman, the Academic Affairs Chairman and the Student Association Whip each with equal voice and vote. These officers have a term of office of one year, beginning during the second semester of each academic year.

Section 3. The President, Vice President, Judicial Chairman, Academic Affairs Chairman and Student Association Whip shall be elected by the student body by a secret ballot on the basis of a majority of votes cast.

Section 4 The Executive Cabinet of the Student Association shall have the authority to regulate all activities undertaken by the association; it shall also serve as an advisory body to the president of the College.

Section 5. The Executive Cabinet, in consultation with the Inter-Club Association, shall have the authority to recognize student organizations. Recognition from the Cabinet is necessary prior to the allocation of financial assistance.

Section 6. The specific areas of responsibility of each of the Executive Cabinet officers shall be as follows:

The *President* shall:

a. call and preside over all meetings of the Executive Cabinet;
b. be the official spokesman of the Student Association;
c. call and preside over all meetings of the student body;
d. nominate students to serve on faculty / student committees upon receipt of the Student Organization and Procedure Committee's recommendation;
e. appoint chairmen to the Standing Committees of the Student Association, with the consent of the Executive Cabinet;
f. designate students to represent the Student Association at official College functions;
g. be responsible for the day-to-day operations of the organization; and
h. serve as an *ex-officio* member of the Student Association Finance Committee. (*Ex-officio* shall be defined as having a full voice and vote.)

The *Vice President* shall:

a. be the President of the Senate and its chief presiding officer;
b. serve as an *ex-officio* member of the Student Association Finance Committee; and
c. serve as a member to the Board of Publications and Broadcasting.

The *Judicial Chairman* shall:

a. be the official representative of the Student Association in all matters of judicial concern;

b. serve as chairman of the Campus Judicial Court with the responsibility of presiding over all judicial trials in a non-voting capacity;
c. serve as the presiding officer of the Judicial Appellate Board with full voice and vote;
d. serve as the presiding officer of the Joint Council in a non-voting capacity;
e. appoint all residence hall and day student judicial chairmen;
f. train and be responsible for all judicial chairmen;
g. be responsible for maintaining records of all judicial proceedings, and reporting the outcome of all Joint Council trials to the President of the College; and
h. periodically hear appeals of violations of College motor vehicle regulations in consultation with the special counsel for the College.

The *Acadmic Affairs Chairman* shall:
a. be the coordinator of student academic concerns;
b. have the responsibility to preside over meetings of the student departmental representatives, and students on faculty/student committees. The proceedings of these meetings shall be reported to the cabinet which shall present final recommendations to all groups;
c. preside over the election of four students to represent student concerns at faculty meetings; and
d. attend all faculty meetings, and represent the student body in a non-voting capacity.

The *Student Association Whip* shall:
a. be the representative of special concerns and interests of the student body to the Executive Cabinet;
b. represent the association as a member of the Student Association Entertainment Committee; and
c. be chairman of the campus student lobbying group and the contact for all correspondence and dealings with other student lobbying groups.

Section 7. The Executive Cabinet shall formulate and declare the Student Association goals and policies for its administration. The cabinet shall approve or veto any legislation enacted by the Senate within two weeks of its enactment.

Section 8. The Residential Council and the Day Student Association shall come under the jurisdiction of the Executive Cabinet. The Executive Cabinet may be assisted, in a non-voting capacity, by advisors who will include the president of the Residential Council, and the president of the Day Student Association, and

may include as well, any other advisors that the president of the Student Association deems necessary. These advisors shall attend Executive Cabinet meetings on a regular basis.

Section 9. In case of the removal of the president of the Student Association from office or of his or her resignation or inability to discharge his or her duties, the powers and duties of the office shall devolve to the vice president of the Student Association. In case of removal of the vice president, judicial chairman, academic affairs chairman or student association whip or upon resignation or inability to discharge the powers and duties of the aforementioned offices, a special campus-wide election shall be called by the president for the purpose of electing successors.

Article VII: Legislative Department

Section 1. All legislative powers herein granted shall be vested in one legislative body, a student Senate.

Section 2. The Senate shall have the responsibility to legislate with regard to all issues of student concern. The Senate may only by the vote of at least two-thirds of its membership override a veto of Executive Cabinet.

Section 3. The vice president of the Student Association shall be president of the Senate and the official spokesman of the Senate within the Executive Cabinet. The president of the Senate shall call and preside over all meetings of the Senate and shall have no vote except to decide a tie vote.

Section 4. A student shall be eligible to be a senator with the stipulation that he or she attend the mandatory Senate workshop. Senate elections shall be held at the beginning of the academic year. Each senator shall be elected for a term of one academic year.

Section 5. Each residence hall shall have at least one senator notwithstanding the number of residents in said residence hall. Each residence hall containing more than 50 students shall be represented by one senator from each district of 50 students and one additional senator when an increment of 50 is exceeded by 30 students. There shall be one senator for every 50 day students (excluding non-degree seeking students) and one additional senator when an increment of 50 is exceeded by 30 students. Senators shall be elected by and responsible to, predetermined districts as outlined by the Rules and Procedures Committee Chairman of the Senate with the assistance of the Vice Presidents of the Residential Council and the Day Student Association prior to nominations of the senators.

Section 6. All powers of investigation and formal proposal shall be vested in the standing and temporary committees of the Senate for the efficient performance of its duties. The president of the Senate shall appoint the chairman of each committee in the second semester of the academic year, with the advice and consent of the Senate.
Section 7. The Senate may from time to time adopt by-laws governing the day to day operation of the Student Association which by-laws shall not, however, be contrary to the provisions of this constitution.
Section 8. It shall require a majority of the membership of the Senate to approve any legislation before the Senate.
Section 9. Any legislation approved by the Senate shall be presented to the Executive Cabinet by the president of the Senate for approval or veto.

Article VIII: Judicial Department
Section 1. All judicial powers herein granted shall be vested in the residence hall and day student judicial chairmen, the Campus Judicial Court, the Judicial Appellate Board, the Joint Council and the campus judicial chairman.
Section 2. In all judicial matters under consideration by student courts students shall have the right to due process.
Section 3. An open hearing shall be held at the request of the accused. As many people as can safely sit in the area in which the hearing is to be held may attend the hearing at the request of the accused.
Section 4. Each residence hall and day student judicial chairman, shall be appointed in the second semester of the academic year for a term of two semesters. Each residence hall judicial chairman shall reside on campus throughout his or her term of office.
Section 5. The campus judicial chairman shall preside over the Campus Judicial Court which shall be composed of eight representatives two from each of the four classes. The representatives of the sophomore, junior and senior classes shall be elected in the second semester of the academic year. The representatives of the freshman class shall be elected in the first semester of the academic year.
Section 6. Members of the Campus Judicial Court shall serve until the next installation of officers in the second semester of the academic year. Members of the Campus Judicial Court shall serve on the Joint Council when needed.
Section 7. As a matter of right any student brought before the Campus Judicial Court may appeal a decision of the body to the

Judicial Appellate Board which will conduct a plenary hearing on all such student appeals.
Section 8. The Judicial Appellate Board shall be composed of the campus judicial chairman, the faculty chairman for judicial proceedings and the president of the class to which the accused belongs, all with equal voice and vote.
Section 9. The Joint Council shall hear and decide cases which may result in suspension or expulsion and cases of extreme complexity.
Section 10. The Joint Council shall be composed of four members of the Campus Judicial Court (one from each class) and three faculty members, appointed by the President of the College. The campus juducial chairman shall serve as the presiding non-voting officer of the Joint Council.
Section 11. All verdicts and decisions of the Joint Council shall be communicated to the President of the College forthwith. In the event that the President concurs in the finding of the Joint Council the President shall implement same. In the event the President does not concur in the finding of the Joint Council he shall so advise the Joint Council forthwith.

Article IX: Recall
Section 1. Any student official may be recalled by his or her constituency if he or she has failed to perform satisfactorally the duties of, or uphold the standards of the office.
Section 2. The following recall procedure shall be utilized unless it is contradictory to the means of recall as set forth in the constitution of the particular group considering the question.
Section 3. Upon petition of 20 percent of the electorate for said office, the question of recall shall be considered. Two-thirds of the electorate must vote in favor of recall in order for the motion to be carried and a student official to be recalled by his or her constituency.

Article X: Repeal and Referendum
Section 1. The student body has the right to call for a referendum on any issue within its jurisdiction and to repeal any piece of legislation which has been passed by the Senate.
Section 2. A petition of 10 percent of the student body shall call for the question.
Section 3. A majority of the electorate is required to repeal legislation.

Article XI: General Provisions

Section 1. Eligibility for any office within the Student Associaion shall be dependent upon the maintenance of at least a 2.0 cumulative grade point average, good social standing, and full-time student status throughout the tenure of the office.

Section 2. The oath of office for all elected representatives of the Association shall be as follows:

> *I do hereby solemnly promise to support and maintain the Constitution of the Student Association of Mary Washington College, and I pledge my best efforts to the efficient performance of the duties of _____ of this Association to which I have been elected.*

Article XII: Bill of Rights

The following rights shall be the standards by which the Student Association shall formulate and conduct its policies:

Section 1. The Executive Cabinet and the Senate of the Student Association shall take no administrative action or enact any legislation which abridges the rights of students to freedom of inquiry, of religion, of speech, of press, of peaceful assemblage or association and of petition to the association for a redress of grievances. The rights of students shall not be denied or abridged on account of race, color, religion, physical disability, national origin, political affiliation, marital status, sex or age.

Section 2. The right of students to be secure in their persons, houses or living quarters, papers and effects against unreasonable searches and seizures shall not be violated by any student.

Section 3. No student, in any student judicial case, shall be compelled to be a witness against himself or herself, nor shall he or she be deprived of liberty, social or student status without due process. No disciplinary sanctions shall be imposed, by the student judiciary, on any student without notice to the accused of the nature and cause of the charges, and a fair hearing which shall include confrontation of witnesses against him or her. The accused shall have the right to a speedy and public trial, to have ample time to obtain witnesses in his or her behalf, and to have the assistance of cousel for his or her defense.

Section 4. Clubs may be established for any legal purpose consistent with the policy of the College. Any such organization shall not be denied membership into ICA, should it desire it, without justifiable reason.

Section 5. The student media is to be free of censorship. Student

media editors and managers shall nor be arbitrarily suspended by the Student Association because of disapproval of editorial policy or content registered by members of the student body, faculty, administration, alumni or community. This freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the FCC.

Article XIII: Amendments
An amendment to this constitution may be proposed by the Executive Cabinet, or the Senate, or upon petition of 10 percent of the student body to the Senate. A proposed amendment shall be posted on the Student Association, residence hall, and Day Student Lounge bulletin boards and shall be published in at least one issue of the campus-wide news medium. No less than one week after publication the Senate shall then consider the proposed amendment in an open meeting of the Senate. An affirmative vote of two-thirds of the Senate shall be necessary to approve an amendment. The amendment shall become effective only upon adoption by a majority of those members voting at the next campus-wide election.

THE BY-LAWS OF THE STUDENT ASSOCIATION

The By-Laws of the Student Association shall be as an explanation and method of implementation of the Student Association Constitution.

Section 1. Legislative Procedures

I. The rules contained in *Robert's Rules of Order Revised* shall govern the Senate in all cases to which they are applicable and in which they are not inconsistant with the Student Association Constitution.
II. The Senate shall meet every week on a day agreed upon by the Senate. If a district is not represented two consecutive weeks or misses a total of three meetings per academic year, the Senator from that district will lose his or her membership in the Senate. The president of the Senate by a majority vote may change such dates, provided that the Senate shall meet at least once a month.
III. No member of the student body or college staff may be excluded from any regular meeting of the Senate.
IV. Any member of the college community may be recognized to address the floor of the Senate within the restrictions of the *Rules of Order,* upon recognition by the president of the Senate.
V. At the beginning of the year, the Senate shall elect a

parliamentarian who shall be neither a senator nor an alternate, to advise the president of the Senate on all points of order. Attendance for this position will follow that of any senator. The Senate shall also elect from its body a vice president who shall act as president of the Senate in the event of the absence of the president of the Senate. If, for any reason, this vice president is unable to complete the term of office, another election will be held.

VI. The alternate senator shall be the student who places second in the Senate elections. He or she shall have the same rights and privileges in the Senate while serving as the representative of his district when the senator is unable to attend. Senators may delegate a voting substitute representative with a referendum of the district yielding 20 percent approval. The list of the district must be submitted to the secretary of the Senate at the beginning of the meeting.

VII. A motion must be made in order to move to discussion, a piece of business on the floor. Debate in the Senate shall be limited. On any one question, each senator shall be allowed a total of 10 minutes on the floor, unless by consent, this period be extended. A limit of three speakers in succession shall be allowed to present opinions on one side of the question. The previous question may be called or debate limited by a two-thirds vote of the members present. During discussion, the piece of business may be postponed indefinitely, or tabled.

VIII. After three rejections of a senate committee proposal by the Senate, the committee shall have the option to take the proposal to the Executive Cabinet as a group of interested students.

IX. If consent of the Senate is requested by the president of the Senate, it shall be considered given unless one-third of the senators present object.

X. If a senator is unable to fulfill his or her term of office, an election shall be held among his or her constituents to fill the vacancy.

XI. The following form distributed once a year, before Thanksgiving, shall be used in the evaluation of senators by their constituents.

This is a vote of confidence ballot which will be helpful in determining the success of your senator thus far this year. It is designed to encourage your honest opinion of his / her performance and to have you air general comments,

grievances, etc., about activities in the Senate. It is also a reminder to you that good representation requires your active concern as well as your senator's, so please consider both sides in measuring his / her ability. And please make any suggestions which you feel would expedite better communication among all of us. (This will be anonymous.) Your district number is _____.

1. Do you approve of the way your senator is handling his / her job?

Yes _____ No _____

2. If no, your comments and suggestions would be appreciated.

a. Are you totally satisfied with the way you are being informed about Senate meetings (bulletin boards, meetings, etc.)

COMMENT _____

b. Do you feel that your senator is receptive to your point of view?

c. In your estimation, how effective has your senator been as a true liaison between the SA and his or her constituents?

COMMENT _____

3. How well have you performed as a constituent in keeping up with issues, being informed and in talking over with your senator any questions or objections you have had?

4. OTHER?

XII. Votes of confidence will be given out in each committee to evaluate the performance of the committee chairman. The format for these votes will be determined at a later date.

XIII. The president of the Senate will be evaluated by the entire Senate body at the end of the year. This vote of confidence will be determined at a later date.

XIV. In order for the Senate to measure communication with the Executive Cabinet, there will be two special meetings between the Senate and Executive Cabinet, the first at the end of the first semester, and the other to be held within the month before campus elections in the spring.

Section 2. Executive Procedure

I. The rules contained in *Robert's Rules of Order Revised,* shall govern the Executive Cabinet in all cases to which they are applicable and in which they are not inconsistent with the SA Constitution.

II. The Executive Cabinet shall meet once a week on a day agreed upon by the cabinet. Attendance of the Executive Cabinet shall follow the guidelines stated in *Section 1 Article II* of these by-laws. The SA president may change the date of the meetings with the consent of the cabinet.

III. The president of the SA shall appoint a secretary-treasurer or secretary and treasurer to serve in an advisory role to the cabinet.

Section 3. Senate Committees

I. Senate committee chairmen shall be appointed by the president of the Senate, with the advice and consent of the Senate body with a two-thirds vote. Attendance at Senate meetings by these chairmen is governed by *Section 1, Article II.* Membership may consist of senators and non-senators. In matters of committee amendments to proposals, only senators shall have a vote.

II. Each senator must belong to at least one Senate committee. Attendance is mandatory.

III. In general, the Senate committees shall be established for the purpose of:
   a. advising the president of the Senate,
   b. conducting investigations followed by the drafting, reviewing and formalizing of the proposals and amendments as mandated to them by the Senate, and,
   c. presenting the actions of the committees for review by the Senate for acceptance or rejection. Upon rejection, suggestions for revision may be offered to the committee.

   Following further consideration and possible revision of the proposal by the committee, the revised form shall be presented to the Senate.

IV. The Rules and Procedures Committee may supervise the elections for organizations outside its original jurisdiction at the request of those organizations.

Section 4. Ad-hoc Committees

I. Ad-hoc committees shall be defined as impermanent groups which are not established standing Senate com-

mittees.

II. The Senate shall not abridge the right of the students to form ad-hoc committees.

III. The Senate may place regulatory conditions only on the expenditures of funds granted to ad-hoc committees by the Senate.

CAMPAIGN RULES

1. All candidates must be in good academic standing (2.0), in good social standing.
2. Nomination by petition may be accomplished if a student submits a petition in support of his or her nomination, which has been signed by 10 per cent of the student body to the Senate Rules and Procedures Chairman before the scheduled deadline.
3. A limit of $35 is hereby established on campaign expenditures. This amount includes any donations made to the campaign. Standards shall be set by the Senate Rules and Procedures Committee.
4. The campus media may be used (i.e. Bullet, radio), and shall count as one piece of campaign material.
5. There is a limit 25 pieces of campaign material, excluding qualification sheets, which may be posted on campus or in buildings (example a 3 x 5 index card by a phone is considered to be a piece of campaign material).
6. Campaigning over the public address system, in the Post Office or by fliers (printed material distributed to an individual), is not permitted.
7. All campaign material attached to fronts of buildings must be of oil-cloth or other suitable fabrics and must be strung or wired to the building.
8. Buttons (any campaign material worn on the person) are unlimited in number.
9. Each candidate must submit a typewritten qualification platform sheet to the Rules and Procedures Chairman. This is in lieu of fliers. It will be copied and distributed for posting in ACL foyer, Day Students Lounge and all residence halls. The cost of the service, which is subject to change, will be announced before the election.
10. Loitering or campaigning on the day of final voting is not allowed in the area or the building where voting is taking place. All campaign material in this area must be removed before voting begins.
11. All campaign material must be taken down within five days after elections or candidates will be subject to a fine.

12. If the above mentioned rules are not followed, the candidate will be disqualified. Any deliberate attempt by the candidate or his or her followers to disqualify another candidate will result in the disqualification of the first mentioned candidate.
13. Exceptions to any of the above rules for any election must be cleared by the Chairman of the Rules and Procedures Committee.
14. If any election is to contested, a formal written complaint must be made to the chairman of the Rules and Procedures Committee within 24 hours after the final voting.

Class Council

The Class Council is the coordinating body of all class activity. It is composed of the four major class officers (President, Vice President, Secretary/Treasurer and Publicity Chairman) of each of the four classes.

CONSTITUTION
CLASS COUNCIL
MARY WASHINGTON COLLEGE

Article I: Purpose

Class Council is the coordinating body of all class activities. It is a separate entity with no connection with the Student Association. Its function is that of a body solely concerned with social activities on campus, and its goal is the promotion of more and better social activities. It is structured so that more people can be involved in Class Council activities and provide an atmosphere of a real community through the classes working closely together.

Article II: Organization

Section 1. Class Council shall be composed of the four major class officers (President, Vice President, Secretary/Treasurer and Publicity Chairman). These officers represent the class at Class Council meetings and act as a liaison between the class and Class Council. These four officers are equal voting members of Class Council.

Section 2. The officers of Class Council shall be as follows:

a. The president of Class Council will be elected from the members of Class Council by the members themselves. He or she may not hold any other office in Class Council. Duties of the president include: serving as a liaison between the administration and Class Council, presiding over all Class Council meetings, acting as advisor to the Executive Cabinet of the Student Association, serving on the committee for screening Junior Counselors, checking officer candidate's grades before running for office and all officer's grades after first semester, serving on the selection committee for Who's Who Among Students in American Universities and Colleges, and participating in the Leadership Conference.
b. The secretary/treasurer of Class Council shall be elected

from the secretary/treasurers of each class by the members of Class Council. He or she keeps minutes of all meetings and handles all correspondence for Class Council. He or she handles all Class Council finances and serves as chairman of the Finance Committee, composed of the secretary/treasurers of each class, which shall meet at least once a month.

1. The function of the Finance Committee is to review all requests for allocations and also to set up a budget for Class Council.
2. The chairman of the Finance Committee keeps an accurate record of all financial transactions and presides over all Finance Committee meetings.

c. The head publicity chairman for Class Council shall be elected from among the publicity chairmen of the classes by the members of Class Council.
   1. The Publicity Committee shall be composed of the publicity chairman from each class and any interested students. The four publicity chairmen shall meet at the head publicity chairman's discretion for the purpose of allocating responsibilities and constructing materials.
   2. The function of the Publicity Committee is to publicize all events sponsored by Class Council.

Section 3. The duties of each class officer are defined as follows:

a. The president shall preside over all class meetings and act as head organizer for all functions of his or her class. He or she is a liaison between the class and Class Council.
b. The vice president presides over class meetings in the absence of the president. The vice president of each class will act as committee chairman for various activities of the Council throughout the year.
c. The secretary/treasurer shall keep minutes of all meetings and handle all correspondence for the class. He or she shall serve on the Finance Committee of Class Council and delegate necessary finances for the class at the Finance Committee's discretion.
d. The publicity chairman shall handle all publicity for the class. He or she shall also serve on the Publicity Committee for Class Council.

Article III: Budget

The budgets of all four classes are consolidated. This provides

one single treasury from which Class Council finances all activities.

Article IV: Elections

Section 1. Attendance at workshops shall be mandatory for all persons seeking office. These workshops shall be held prior to nominations. The duties of specific offices and the functions of Class Council shall be discussed at these workshops.

Section 2. Any persons desiring to have their names placed on the ballot after nominations shall do so by submitting a petition consisting of 20 percent of their respective class to the president of Class Council within 24 hours of official nominations. The petitioners must then be given a workshop training.

Section 3. Campaign Rules

a. All candidates must be in good academic standing (a 2.0 overall and a 2.20 each semester while holding the term of office) and in good social standing. Questionable actions shall be looked into by the president of Class Council.
b. There will be no campaigning over the public address system.
c. A limit of $25 is hereby established on campaign expenditures.
d. There is a limit of 25 pieces of campaign material which may be posted on campus or in buildings. (Example: a 3 x 5 card by a telephone is considered one kind of campaign material.)
e. All campaign material attached to fronts of buildings must be of oil cloth or other suitable fabric and must be strung or wired to the buildings.
f. Buttons (any campaign material worn on the person) may be unlimited in number.
g. No fliers (printed material distributed to individual rooms) are permitted.
h. Each candidate must submit a typewritten qualification/platform sheet to the president of Class Council within 24 hours of the official nomination. This is in lieu of fliers. This sheet should include NAME, OFFICE SEEKING, AGE and MAJOR FIELD OF STUDY. A picture may be attached. The sheet is limited to one side of a legal page and will be posted in Ann Carter Lee Hall.
i. The qualification/platform sheets do not lower the above-mentioned figure of 25 pieces of campaign material.
j. Loitering or campaigning in the building where the election will take place on the day of final voting will not be

tolerated.

k. No campaign material is to be posted in a designated area on the day of the final voting. This area is designated by Class Council before each election.
l. The Post Office is off limits for campaign material.
m. If the above-mentioned rules are not followed, the candidate will be disqualified.
n. All posters must be taken down within 24 hours of election results announcements.
o. Any deliberate attempt by a candidate or his or her followers to disqualify another candidate will result in the first-mentioned candidate's disqualification.
p. Exceptions to any of the above rules for any election must be cleared by the president of Class Council.
q. If an election is to be contested, a formal written complaint must be made to the president of Class Council within 24 hours after the election.

Article V: Failure to Finish Term of Office

Section 1. In the event of a vacancy in any of the offices other than president, the present officers of the class shall appoint a person to fill the remainder of the term. Eligible persons shall be chosen from candidates who did not gain their office, or, in the case of no interested persons in this category, the position will be opened to the class. Qualification sheets will be due in to the president of Class Council within 48 hours of the announced opening.

Section 2. Should the vacancy occur in the office of the president, the vice president shall become president and a new vice president shall be appointed by the present officers to fill the remaining term, following the guidelines of *Section 1.*

Section 3. Should there be a vacancy in any of the offices of Class Council a replacement shall be elected by the members of Class Council following the guidelines of the original elections.

Article VI: Meetings

Section 1. Class Council meetings are held regularly, and it is the prerogative of the council members to decide how often meetings are necessary. It is the duty of each officer to attend all meetings.

Article VII: Sponsor

Section 1. One member of the faculty is to be chosen by members of the Class Council to act as a sponsor. The sponsor's duties shall be to attend all meetings and activities, review all

votes of confidence, and serve on the committee for the selection of Who's Who Among Students in American Universities and Colleges. The sponsor shall undergo a vote of confidence by Class Council members, to be reviewed by the president of Class Council.

By-Laws

The By-Laws of Class Council shall be an explanation and method of implementation of the Class Council Constitution.

Section 1. Oath of Office

I _____do solemnly promise to uphold the Constitution of Class Council of Mary Washington College and pledge to efficiently perform the duties of the office of _____ to which I have been elected.

Section 2. A vote-of-confidence shall be taken for the officers of Class Council within a month after the installation of the freshman class officers. If a negative vote-of-confidence is found, an election shall be held by members of Class Council to fill the vacant position.

Section 3. It is strongly suggested that each class have an interdorm council. The purpose of an interdorm council is to involve as many people as possible to facilitate communication between officers and class, to provide a body from which the officers can draw people to act as chairmen and committee members for Class Council events and to preserve the individual class identity.

Section 4. Recall

a. Any student official may be recalled by his or her constituency if he or she has failed to perform efficiently the duties of, or uphold the standards of, the office.
b. Upon petition of 20 percent of the electorate for said office, the question of recall shall be considered. A quorum of the electorate must vote in favor of recall in order for the motion to be carried and a student official to be recalled by his or her constituency.
c. If a member receives a negative vote of confidence from either his or her fellow officers as a class officer or from Class Council as a member of Class Council, then a recall may be initiated by a vote of 12 members. A vote of confidence shall be taken once each semester.

Section 5. An officer must remain in good standing (maintaining a 2.0 overall and a 2.20 while in office) and also in good social standing throughout his or her term in office.

Section 6. A vote of confidence shall be taken on each class officer by their respective officers. A vote of confidence shall be taken on each member of Class Council by the other members. If a negative vote is taken on anyone, action shall be taken by Class Council.

Section 7. A vacancy shall exist when an officer fails to uphold good academic or social standing, or is recalled by his or her constituency.

Section 8. A day student representative shall be chosen by the day students as an advisor to serve as a non-voting member of Class Council.

Section 9. The president of the class of the accused shall serve on the Judicial Appellate Board.

Student Membership on Faculty Committees and Departmental Representatives

There are various student-faculty committees, all of which welcome and encourage active student participation. These committees deal with many areas of College concern—such as academic policies and procedures, administrative responsibility for specific aspects of the College program and specific interests involving students and faculty.

Students interested in serving on these committees must first file applications during the second semester of the academic year to the Senate Student Organizations and Procedures Committee. The SOP Committee then studies these applications and makes its recommendations for student representatives to the president of the Student Association. The president studies these recommendations and from these makes his or her nominations for student representatives to the President of the College who then formally invites these students to be members of a committee.

The following is a list of faculty committees on which students serve:

Academic Counseling and Guidance Committee—This committee deals with matters related to academic counseling and guidance, such as continuous evaluation of the academic advising programs of the College and of the several departments and makes periodic study of the academic probation and suspension policies of the College.

Academic Public Occasions Committee—This committee deals with Academic Convocations and Assemblies, Visiting Lecturers and the Eminent Scholars Program.

Admissions Policy Committee—This committee assists and advises the Dean of Admissions and Financial Aid on matters concerning admissions policy of the College, including changes

in existing policy, early admissions, minority enrollment and the admission of older students and those with atypical preparation.

Committee on College Affairs—This committee deals with matters recommended for study by the College President.

Committee on Special Degree Programs—This committee approves or disapproves applications for special degree programs and aids in setting up the curriculum for these programs.

Curriculum Committee—This committee maintains a continuing study of matters related to curriculum, such as types of degrees and requirements for graduation, course offerings, requirements for major programs, departmental recommendations for adding new courses and for modifying or discontinuing existing courses.

Instruction and Academic Affairs Committee—This committee studies matters related to instruction and the recognition of superior students, such as grading practices and classroom teaching procedures, schedule of individual class meetings, individual study programs and the granting of academic recognition for superior achievement and departmental honors programs.

Internship Committee—This committee oversees the Internship Program, including the approval of new internship proposals, awarding of credit, and the continuing evaluation of all aspects of the program.

Library Committee—This committee helps interpret the library needs of the faculty and students, recommends policy with respect to the purchase of books, periodicals and other library materials, advises the librarian on matters of general library policy and encourages and promotes the use of the library.

Election Guidelines, Role, and Responsibilities of Departmental Representatives

A. Election Procedures

1. Nomination and voting by declared majors to be represented.
2. Eligibility for election—must be a declared major who will have at least 58 hours toward an MWC degree by the opening of the next academic session.

3. Election results—to be reported in writing by department chairman to the student association academic affairs chairman and the Dean of the College.
4. Elections—to be conducted by the outgoing representatives and/or the departmental chairman.
5. Term of office—one academic year.
6. Time of election—second semester of academic year, by date set by the academic affairs chairman.

B. Number of Representatives

One student representative for each 20 majors or fraction thereof. Double departments should have representatives for each section of the department.

C. Roles and Responsibilities

1. To attend meetings of the department faculty and have a voice on all matters concerning students.
2. To attend every meeting of the Student Association Academic Affairs Committee and represent their department.
3. To call meetings of their department majors regularly:
   a. to inform them of departmental matters.
   b. to inform them of S. A. Academic Affairs Committee matters.
4. To keep minutes of department majors' meetings.
5. To aid department chairman in maintaining a roster of declared majors (copy to be furnished to academic affairs chairman).
6. To furnish the department chairman with a copy of minutes from meetings of the departmental majors.
7. To act as mediary in any minor student/faculty dispute within the department.
8. To disseminate to majors any information on career planning and graduate study opportunities.
9. To maintain a file containing guidelines, minutes of meetings, rolls, and a roster of majors, which shall be turned over to their successors.

Honor Code

Registration as a student in the College is not complete until the Honor Pledge Card has been signed. No grades or credits will be released unless the pledge is on file.

If a student has not signed an Honor Pledge Card by the end of the Drop Period (as specified on the Master Calendar), the student's matriculation shall be cancelled, and fees paid will be refunded according to the withdrawal outlined in the catalog.

New students shall have the opportunity to receive honor counseling by an Honor Council Representative or an Honor Counselor and sign the Honor Pledge Card. Notices as to when counseling will be held will be posted during registration time.

If by the third week of classes, the student still has not signed the Pledge Card, he or she shall receive a notice to schedule a counseling session with an Honor Council Representative or Honor Counselor.

The ultimate responsibility for counseling and signing of the Honor Pledge Card rests in the hands of each individual student.

HONOR PLEDGE

I, as a student and citizen of Mary Washington College, do hereby resolve to uphold the honor of the College by refraining from giving or receiving academic material in a manner not authorized by the instructor; from the illegal appropriation of the property of others; and from the deliberate falsification of facts. I shall do all in my power at all times to create a spirit of honesty and honor for its own sake both by upholding the Honor System myself and by helping others to do so. I understand the Honor System and realize that a plea of ignorance will not be accepted by the Honor Council.

HONOR CONSTITUTION

Preamble:

The Honor System is the mature and deeply cherished moral code of personal integrity at Mary Washington College. The students derive their authority and responsibility to create and maintain an honor system from the Board of Visitors. Because students are responsible for deciding when a breach of honor has been committed, the enforcement of the Honor System is in their hands.

Each student as a member of the student body at Mary Washington has the responsibility, not only for familiarizing himself or herself with the provisions of the Honor Code upon which the student body has agreed, but also for developing within himself or herself the highest and strongest personal honor code possible. Each student must realize that by accepting admission to Mary Washington, he or she has acknowledged his or her commitment to the provisions of the Honor Code. When he or she signs the Honor Pledge Card, he or she is commiting himself or herself to support the Honor System. The student is stating that he or she understands it and realizes that a plea of ignorance is not acceptable. Matriculation as a student in the College is not complete until the Honor Pledge Card has been signed. No grades or credits will be released unless the pledge is on file.

Article I: Scope of the Honor System

Section 1. The Honor System requires that a student govern his or her own conduct in an honorable way at all times in his or her dealings with any member of the College community.
Section 2. The Honor System applies to a student's conduct in all aspects of his or her academic pursuits at Mary Washington.

Article II: Provisions of the Honor Code

Section 1. The violations of the Honor Code are *lying, stealing* or *cheating*.

A. *Lying*-A deliberate, unjustifiable misrepresentation of the truth.
   1. Forgery is considered lying. Forgery is falsely and fraudulently making or altering a writing or document which if geniune would have some legal effect upon the rights of others.
   2. Falsification or misuse of the student identification card is considered lying. The use of another's identification card or allowing another to use one's own constitutes misuse.

B. *Cheating*-An intentional misrepresentation of someone else's work as being one's own or a misrepresentation of the circumstances under which the work was done.
   1. Copying is the use of (a) one's own material (b) another's material (c) crib notes (d) textbook (e) class notes during an examination *without authorization to*

do so.

NOTE: Crib notes refer to notes brought into class for illicit use during an examination.

2. Collaboration—Working with another person or persons in the execution of a test, report, paper, laboratory work or assignment *unless authorized to do so.* Except where joint effort is permitted or special regulations are made by the instructor, all work for which credit is sought must be performed by the individual student.
3. Plagiarism—Consists of copying or imitating the language, ideas and thoughts of another author and presenting this material as one's original work.
   a. Common Knowledge—Consists of facts or opinions commonly known to authorities in a particular field of study. (Rule of thumb: Facts or opinions which can be found in four or more sources are generally considered common knowledge; opinions or general facts which are common to at least four sources used for a paper do not usually require footnotes unless directly quoted.)
   b. Paraphrasing—Consists of complete rewording, using one's own sentence structure. Any paraphrased facts or ideas that are not common knowledge must also be footnoted.
   c. Quoted Matter—When the writer borrows what belongs to another, he or she must indicate the source by internal reference or footnote. The writer must enclose another's words, phrases or ideas in direct quotations. All direct quotations of more than three consecutive significant words (this is only a rule of thumb) should be indicated by quotation marks. It is the student's responsibility to use a recognized source, such as Seeber's *A Style Manual for Students* or the *MLA Style Sheet* as a guide for making footnotes and bibliography unless otherwise instructed by the professor.

   IT IS THE STUDENT'S RESPONSIBILITY TO FIND OUT ALL THE REQUIREMENTS OF ANY COURSE FROM THE PROFESSOR. IF A STUDENT IS IN DOUBT CONCERNING PARAPHRASING AND COMMON KNOWLEDGE, HE OR SHE SHOULD CONSULT THE PROFESSOR FOR INSTRUCTIONS.
4. Divulging Information—Revealing or disclosing infor-

mation relating to academic work without authorization to do so.

5. It is the obligation of the professor to explain the conditions under which the work assigned is to be completed, and it is the obligation of the student to be familiar with and to accept these conditions.

   In order to reaffirm his or her belief in the Honor System, a student shall write out and sign his or her name to the following pledge on quizzes, examinations and other important written work: *I hereby declare upon my word of honor that I have neither given nor received help on this work.* This pledge means that the work which the student hands in to his or her professor is his or her own and has been done in accordance with the requirements of the course as presented by the professor. This pledge also means that the student will not divulge the contents nor the format of an examination until all exams have been taken.

C. *Stealing*—Taking another person's property without his or her authorization or consent. Unauthorized duplication of a College key is considered stealing.

Article III: Organization of the Honor Council

Section 1. The Honor Council is a judicial body designed to try specific cases brought to it by any member of the College community regarding possible violations of the Honor Code. It has no responsibility for discovering guilt before an accusation has been made. The Honor Council shall consist of a president and eight class representatives, two elected from each class.

Section 2. The Honor Council president is elected by the student body on the basis of a simple majority. His or her term of office will begin in the spring of the year in which he or she was elected, continuing until his or her successor is duly installed or until he or she is reinstalled in the event he or she is re-elected. The Honor Council president must not be on academic or social probation. He or she may be recalled if he or she fails to perform efficiently the duties or uphold the standards of the office. The duties of the Honor Council president are as follows:

A. To counsel privately all students as the need may arise;
B. To call and act as chairman of the Honor Council as a non-voting member during a trial;
C. To call and preside over all meetings of the Honor Council

other than trails as a voting member;

D. To be the official spokesman for the student body on matters concerning the Mary Washington College Honor System;
E. To keep accurate records of Honor Pledge Cards;
F. To properly counsel an accused party of his or her rights ***(see Article IV)*** in the event of an honor trial;
G. To inquire into the charge and see that all necessary witnesses and parties are available;
H. If the president becomes unable to discharge any necessary function, when needed, he or she must resign and a new president will be elected.

Section 3. An Honor Council representative cannot be on social or academic probation. He or she shall be installed in the spring of the year in which he or she is elected but will not assume his or her duties until the day after graduation the same year. If any council member should resign or be unable to discharge his or her duties, his or her office shall be filled by an election in his or her respective class. Honor Council representatives may succeed themselves. Any Honor Council representative may be recalled by his or her class if he or she has failed to perform efficiently the duties or uphold the standards of the office. The duties of each Honor Council representative are as follows:

A. To promote an understanding of the Mary Washington Honor System;
B. To serve during the trials as a voting member;
C. To interpret the constitution as elected representatives of the student body;[1]
D. To return to school at his or her own expense during the school year for an honor trial. If there is a need for him or her to return for an honor trial during the summer or school holidays, he or she shall be reimbursed for travel expenses by the Honor Council;
E. To participate in leadership conference and all orientation sessions in any capacity needed;
F. To assist with any clerical work required of the Honor Council.

Section 4. One Honor Council representative will be elected vice president by the council. In the absence of the Honor Council president, he or she will assume all the duties of the president which may be required. Only in the case of an emergency may the vice president serve as the chairman of an honor trial. The vice president shall be responsible for accurate records of expenditures of the Honor Council budget funds.

Section 5. The honor contact within each residence hall and for the day students shall be appointed in the spring by the Honor Council. The honor contact shall assume his or her duties the following August. In freshman residence halls the honor contacts shall be appointed by the Honor Council in September. The responsibilities of the residence hall honor contact are:

A. To attend training sessions given by the Honor Council;
B. As the official representative of the Honor Council within the residence hall, he or she shall be responsible for relaying to the residents information referred to him or her by the Honor Council;
C. To encourage hall residents to report immediately any incidents of lost or stolen objects and to accumulate and record all facts reported to him or her about any possible Honor violation occurring in the residence hall, and refer this information to the Honor Council president.

The responsibilities of the day student honor contact are:

A. To attend training sessions given by the Honor Council;
B. As the official representative of the Honor Council among the day students, he or she shall be responsible for relaying to the day students information referred to him or her by the Honor Council.
C. To keep a record of items lost or reported stolen and to encourage day students to report any incidents of lost or stolen objects immediately whenever they are within the jurisdiction of the Honor Council.

Section 6. There will be two faculty advisers selected by the Honor Council, at least one of whom shall be present at each trial, but shall have no vote. The Honor Council may seek the advice and assistance of legal counsel.

Section 7. Upon a petition of 20 percent of the class (in the case of the honor representative) or the campus (in case of the president) to the Honor Council, the question of recall shall be considered. A quorum of the Honor Council must vote in favor of recall in order for the motion to be carried. If the recall motion is carried, there will be an election as soon as possible. The Honor Council retains the power of veto over a petition of recall; however, this veto may be overridden upon a petition of 40 percent of the constituency followed by a simple majority of the votes cast by the student body. The recalled member of the Honor Council retains the right to participate in the election.

Article IV: Procedures

Section 1. Investigation

A. The Honor Council is governed by the premise that every person is deemed innocent until proven guilty. A student who places himself or herself in suspicious circumstances is endangering both himself or herself and the Honor System. Any member of the College community at any time should feel obligated to investigate a possible violation of the Honor Code, and with the assistance of such persons as he or she may have reason to call upon, investigate the matter as secretly and speedily as possible.

B. If, after the investigation, the investigating party is satisfied that the suspected student is not guilty of an Honor violation, there shall be no further proceedings, and nothing connected with the case will be made public. If, however, the investigating party believes the suspected person guilty of a violation of the Honor Code, he or she shall approach that person with a request for an explanation of his or her conduct. If the former party is satisfied by the latter's explanation, there shall be no further proceedings. If no satisfactory explanation is made, the investigating party shall specifically accuse the one under suspicion and shall immediately notify the Honor Council president. The accuser must also give written notice of accusation to the Honor Council president.

C. The Honor Council president shall notify the accused in writing of the charge against him or her and shall require him or her to elect whether to withdraw from school within 72 hours or stand trial as outlined in the Honor Constitution.

D. If the accused does not withdraw from school within 72 hours after notification by the Honor Council president, he or she shall be deemed to have elected to stand trial. The Honor Council president shall set a time and place for trial and shall notify the accused of the provisions and procedures applicable to trial.

E. The trial shall take place not less than three days nor more than 15 days after the formal notification by the Honor Council president to the accused. The accused may waive the three day restriction if he or she should desire an earlier trial. For good cause shown, the Honor Council president with the consent of the accused may extend the trial beyond the 15 day limit. If the accused prefers to withdraw from the College, his or her status shall be the

same as though he had been found guilty and dismissed by the Honor Council. On his or her official trascript, it shall be recorded that the student withdrew from the College under accusation of an honor violation. An accuser may not drop a charge upon the agreement of the accused to depart from the College. When the accused desires to leave Mary Washington without a trial, he or she must notify the Honor Council president of such action. Following such notification, the Honor Council shall take action to record the facts as they were presented, and the proper administrative offices will be notified to record the change of status and the accusation on the transcript. If a student leaves the College either before or after a trial, the Honor Council president shall notify the President of the College of such action.

Section 2. Trial

A. A quorum which consists of five Honor Council representatives and the Honor Council president is necessary before a trial can convene.

B. If the council member feels that he or she cannot hear the case objectively or if the council feels that a member cannot judge without bias, then said representative shall disqualify himself or herself or be disqualified by the council from the trial by a two-thirds vote of the presiding members.

C. The accused may engage someone to advise and act as his or her counsel, but the accused must answer all questions directed to him or her. The accused may ask anyone whom he or she desires to speak in his or her behalf.

D. The accused may request an open trial. As many people as can safely sit in the area in which the trial is to be held may attend the trial upon the request of the accused. Those persons present during the trial are to keep facts of the case secret for the benefit of the parties involved directly. No notes may be taken during the trial by spectators and no information relating to the case may be given or printed unless requested by the accused, regardless of whether the verdict is not guilty or guilty.

E. The trial shall be called to order by the Honor Council president. The accused and the accuser shall be present when all testimony is given. The accuser shall then relate to the council the events leading up to the actual confrontation of the accused party. Individually, witnesses for the accuser are then asked to testify. The council may ask points

of clarification following this testimony. The accused is then asked to relate the facts of his or her involvement in the case. Each witness for the accussed shall be heard individually. The council again may ask questions of the accused and the latter's witnesses for clarification. At this point the accused or any other participants in the trial proceedings (e.g. advisory counsel for the accused) may ask questions of the accuser or any witnesses present. Before the council deliberates, the president shall call for any further comments or questions from any person present. During the council's deliberation, it may recall the accused, the accuser and any witnesses to question further their testimony. At this time, they may make additional comments.

F. No person shall be found guilty unless the council is convinced of the guilt of the accused. The council shall vote by secret ballot. There shall be no abstaining vote. A verdict of guilty, unless unanimous, may be upon but one dissenting vote. If, upon due deliberation and votes taken, the council cannot agree unanimously or with a single dissenting vote, the accused shall be acquitted.

G. Whenever a violation of the Honor Code is proved the Honor Council will decide upon one of the following:
   1. No dismissal.
   2. Suspension—Dismiss the student for a semester or a definite length of time. After such time, he or she may reapply to the College through the Office of Admissions and Financial Aid.[1]
   3. Absolute Dismissal—Absolute dismissal shall be imposed by a vote which is unanimous or with one dessenting vote. The Honor Council must impose one of the above penalties. The Honor Council will not take into consideration a previous offense of the accused in determining guilt in a trial. However, the Honor Council may take into consideration a previous verdict of guilty in determining the penalty to be imposed in this trial. All guilty verdicts are recorded on the student's transcript. There will be public statement following the trial (in the case of a verdict of guilty) regarding the type of case and the penalty imposed. It shall be the practice of the Honor Council to give such publicity of the facts of a case resulting in guilt as shall be considered advisable.[1] All convictions shall relate back to the date of the offense; no grades or credits shall be

awarded from that date forward regardless of the date of conviction. In the event of a *No dismissal* penalty, the conviction shall have the following effect on grades and credits:

1. In the case of lying or stealing, no loss of grades or credits.
2. In the case of cheating, no grades or credits shall be awarded for the course in which the offense was committed.

In the event of a conviction for any offense resulting in a penalty of *Suspension* or *Dismissal,* the period of suspension or dismissal shall commence upon the date of conviction.

H. Minutes of the trial shall be kept by either an employed stenographer or tape recorder, or both. These minutes shall be in the custody of the Honor Council president, and it shall be his or her duty to see that they are properly stored for safekeeping. In the case of a verdict of not guilty, the minutes of the trial shall be destroyed immediately. In the event of a guilty verdict, the minutes shall be typed and kept on file by the Honor Council president. The transcript of the trial shall only be open to inspection by any person who may satisfy the Honor Council of his or her legitimate interest in the case. No notes or memoranda shall be permitted to be made from the transcript. During the inspection of these minutes, at least two council members shall be present.

I. A case resulting in a verdict of guilty may be reopened only upon the offering of new evidence bearing directly upon the question of guilt or mistrial. Any person seeking to reopen a case shall appear before the Honor Council and state the nature of the evidence. The council shall then consider whether the evidence is sufficient to warrant a retrial. If a case is reopened, it is to be entirely retried.

J. Whenever there is a verdict of guilty, the Honor Council president shall promptly notify the President of the College.

Section 3. Appeal

An accused who has been found guilty of an honor offense by the Honor Council may, within five days after notification of the decision of the Honor Council, request the President of the College to review the decision of the Honor Council on any one or combination of the following points:

A. Whether the evidence is sufficient to support the finding of guilt.
B. Whether the Honor Council denied the accused procedural due process.
C. Whether the penalty was too harsh for the offense committed. In his or her request, the student shall set forth all his or her objections to the action of the Honor Council. Immediately upon receipt of such a request, the President shall notify the president of the Honor Council who shall, as soon as possible thereafter, supply the President with the transcript of the Honor Council hearing. The President of the College shall limit his review solely to the transcript of the Honor Council hearing and shall notify the accused of the results of his review within five days after receiving the transcript of the Honor Council hearing. If after such review the President agrees with the decision of the Honor Council, such decision shall stand and be final. If the President believes that the contentions of the student have merit, he shall remand the case with his comments to the Honor Council for such further proceedings as it deems appropriate.

Article V: Ratification

Section 1. This constitution shall go into effect when approved by two-thirds of the Honor Council and a simple majority of votes cast by the student body and when approved by the Board of Visitors of the College.

Article VI: Amendments

Section 1. An amendment to this constitution may be proposed by the Honor Council. An affirmative vote of two-thirds of the Honor Council and a simple majority of the votes cast by the student body shall ratify an amendment. The Honor Council retains the power of veto over a student petitioned amendment; however, this veto may be overridden upon a petition of 10 percent of the student body. If passed, the amendment shall go into effect when approved by the Board of Visitors of the College.

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[1]**The Executive Committee** of the Mary Washington College Board of Visitors approved on May 15, 1976, the following constitutional interpretations, as adopted by the Honor Council on April 25, 1976, for inclusion with the Honor Council By-Laws:

a. **Article III, Section 3, Subsection G,** of the Honor Constitution provides that it is the duty of the Honor Council to interpret the Honor Constitution.
Interpretations
When an accused has been found guilty of an honor offense, and has been punished by suspension or absolute dismissal, it is the council's interpretation of the Honor Constitution that the period of suspension or dismissal shall commence forthwith. One who has been suspended or dismissed shall have no rights and privileges of a Mary Washington College student, including the right to reside on campus, attend classes, or use College facilities; except one who has been suspended shall be restored to all rights and privileges upon readmission. One who has failed to comply with a judgment of the Honor Council within 36 hours shall be deemed not to have complied forthwith.

In the event a person found guilty by the Honor Council appeals the punishment of the council, he or she shall, nevertheless, comply fully with the judgment of the Honor Council until such time as it may be changed.

b. **Article IV, Section 2, Subsection G-3,** provides for publicity of the results of procedures under the Honor Constitution.
Interpretations
The Honor Council president shall notify the parent, guardian or such other responsible person shown on the official records of the student enrolled of a determination of guilt of such student.

Clubs and Organizations

ACTIVITIES COORDINATING BOARD

The ACB assists the Assistant Dean of Students in the planning of the social life of the campus. Its membership consists of the presidents of the Student Association, Senate, ICA, Class Council, Residential Association and Recreation Association; the academic affairs chairman of the Student Association; and representatives from the Board of Publications and Broadcasting. Its task is to coordinate all of the projects undertaken by the groups it represents. It also prints a monthly activity calendar.

COMMUNICATIONS

The Board of Publications and Broadcasting

The Board of Publications and Broadcasting serves in the role of publisher for all student publications and broadcasts which draw support from the comprehensive fee at Mary Washington College. In this capacity it recommends financial support from comprehensive funds for the maintenance of these communications, and while it guarantees editorial freedom for the student publications and broadcasts to maintain their integrity of purpose as vehicles for free inquiry and free expression, it also ascertains that each publication is complying with its own general statement of policy. Grievances against any of the publications may be brought to the board.

The Battlefield

The College yearbook, *The Battlefield,* captures the student year in words and pictures. A student publication, it contains pictures of the administration, faculty and students, as well as of all the clubs and other activities which make up student life.

The Bullet

The Bullet, the campus newspaper, is published weekly. Pictures and articles about recent events and important upcoming

events, editorials and letters to the editor on controversial subjects of current interest to the student are featured.

Aubade

Aubade, published annually, is the campus literary and arts magazine produced to publicize the literary and artistic talents of students and to encourage such work. It contains short stories, plays, poems and graphics by Mary Washington students and faculty.

WMWC

The College Radio Station, *WMWC,* broadcasts to Seacobeck, Ann Carter Lee Hall, Chandler Hall, George Washington Hall, and all residence halls except Trench Hill. Programs include varied selections of music, campus news, sports coverage and items of local interest. Broadcasts from outside stations are also featured.

INTERCOLLEGIATE TEAMS

Intercollegiate competition for women is available in field hockey, tennis, volleyball, cross country, and golf in the fall; basketball and swimming in the winter; and lacrosse, tennis, golf, and track in the spring. Riding competition for men and women is available throughout the year. Intercollegiate competition for men is available in soccer and cross country in the fall; basketball in the winter; and tennis, golf, and track in the spring.

Notices concerning organizational meetings for each team will appear in the weekly *Bulletin* prior to the meeting time. Practices are usually scheduled after 3:30 p.m. Monday through Friday, and last for two hours or less.

Students are encouraged to participate in the intercollegiate program as players, swimmers, managers, scorers, timers or statisticians. Each position plays an integral role in the success of MWC's intercollegiate teams.

State tournaments climax most of the intercollegiate teams' seasons. Participants are also honored at an annual sports award banquet.

Students interested in trying out for varsity teams are encouraged to seek out the coaches as soon as they arrive in the fall.

INTER-CLUB ASSOCIATION

The Inter-Club Association (ICA) of Mary Washington College is an organization composed of all recognized clubs and honor societies of the College. Delegates from each of these organiza-

tions represent their respective groups at association meetings held regularly throughout the school year.

The purpose of ICA is to coordinate an overall program of organizational activities for all members of the association; to act as an agency for discussion of mutual problems; to assist in the development of new organizations to meet student needs; to recognize new clubs; and to assist in the coordination of major campus projects like Family Weekend and Alumni Homecoming.

The governing body of the ICA is responsible for providing an open house each fall to acquaint students with the activities on campus; reviewing the petitions for new clubs; and making major recommendations to the whole association. Included on the council are the five executive officers of the association, and a representative from each of the following organizational groupings: Recreation, Language, Science, Social Science, Honoraries, Service, Fine Arts, and Religion.

Afro-American Club
Purpose: to stimulate an interet and understanding of the Black Culture.
Requirement: any member of the College community with an interest in Black Culture.

Alpha Psi Omega—National Honorary Dramatic Fraternity
Purpose: to promote excellence in Theater Arts.
Requirement: specific theatrical experience as described in the national constitution.

American Chemical Society—MWC Student Affiliate Chapter
Purpose: to provide students interested in chemistry and chemical engineering with greater insight into these fields and to instill a sense of professionalism in these future scientists.
Requirement: enrollment in coursework leading toward a degree in chemistry or related desclipline.

Art Therapy Club
Purpose: to expand the knowledge, interest, and involvement in the field of art therapy for all Mary Washington College students and professors.
Requirement: open to all interested members of the College community.

Baptist Student Union
Purpose: to attain personal growth, as well as to minister to the

needs of fellow students.
Requirement: open to all interested members of the College community.

Campus Christian Community
Purpose: to bring about a synthesis of many diverse elements and interests in Christian fellowship, to create a deeper awareness of the role of the Christian on campus and in the community, to strengthen its participants in the Christian faith and to provide an outlet for spiritual expression and growth by the united ministries for the Disciples of Christ, Episcopal, Lutheran, Presbyterian and United Methodist communities.
Requirement: open to all interested members of the College community.

Chi Beta Phi—National Honorary Scientific Fraternity
Purpose: to promote interest in science by scientific investigation, lectures by prominent scientists, papers prepared by regular members and general discussion.
Requirement: declared major in biology, chemistry, geology, mathematics, physics or medical technology with a 3.5 average in 20 semester hours of math and science; 3.0 average in all other courses.

Christian Fellowship—Chapter of Inter-Varsity
Purpose: to deepen and strengthen the spiritual life of participants through Bible study and prayer, to witness to others about Jesus Christ and to help them come to know Him personally and to promote interest in world evangelism.
Requirement: open to all interested members of the College community.

Circle K
Purpose: to help students become involved in school and community through sharing, service and concern, and to promote fellowship through various social activities. (part of Kiwanis Club)
Requirement: open to all interested members of the College community.

Circolo Italiano
Purpose: to promote an opportunity for students of Italian culture to pursue their interests.
Requirement: open to all interested members of the College

community.

College Republicans
Purpose: to bring College students into the Republican Party and provide them the opportunity to find political expression and recognition; to encourage participation in the activities of the Republican Party and promote its ideals; to collect, discuss, and dissiminate information concerning political affairs; to coordinate activities of all Republicans on campus.
Requirement: open to all interested members of the College community.

Crew Club
Purpose: to establish a rowing team at MWC and to back the team and promote enthusiasm for it on the campus.
Requirement: open to all interested members of the College community.

Der Deutsche Verein
Purpose: to promote interest in the cultural aspects of Germany and German speaking countries.
Requirement: open to all interested members of the College community.

Ecology Club
Purpose: to seek information about our environment and to encourage an active interest and participation in its maintenance and improvement, and to maintain an active relationship with the Fredericksburg community.
Requirement: open to all interested members of the College community.

El Club Espanol
Purpose: to promote an interest in the Hispanic culture and language; provides an opportunity for students of Spanish to enjoy the songs, dances, foods and customs of all Spanish countries, and raise scholarship funds for a student studying abroad.
Requirement: open to all interested members of the College community.

Eta Sigma Phi—National Honorary Classics Fraternity
Purpose: to promote and stimulate interest in and study of the language, literature, art and history of ancient Greece and Rome.

Requirement: a 3.0 average in 12 hours of Classics courses, with at least 9 hours in ancient Greek and/or Latin.

Frisbee Club
Purpose: to promote an interest in the sport of frisbee.
Requirement: open to all interested members of the College community.

Gamma Theta Upsilon—International Honorary Geographical Society
Purpose: to further professional interest in geography by affording a common organization for those interested in this field.
Requirement: a 3.2 average in 15 hours of geography with at least a 2.6 overall average.

Hillel
Purpose: to promote understanding of traditions and beliefs of Judaism.
Requirement: open to all interested members of the College community.

History Club
Purpose: to encourage and promote interest in history and to sponsor activities which provide insight into the field of history.
Requirement: open to all interested members of the College community.

Hoofprints
Purpose: to develop interest and skill in horsemanship.
Requirement: open to all interested members of the College community.

International Relations Club
Purpose: to further an interest in and a knowledge of past and present international affairs.
Requirement: open to all interested members of the College community.

Kappa Delta Pi—Nu Xi Chapter
Purpose: to uphold the ideals of knowledge-duty-power, to promote a closer bond among students of education and to enter into a more intimate fellowship with those dedicated to the

cause of teaching as a profession, to promote high standards of preparation for teaching and to invite into bonds of fellowship those who have attained excellence of scholarship and distinction of achievement as students and servants of education.
Requirement: junior standing with a 3.0 average, seeking Collegiate Professional certification.

Karate Club
Purpose: to promote an interest in the martial arts.
Requirement: open to all interested members of the College community.

Lambda Iota Tau—National Honorary Fraternity
Purpose: to promote interest in literary achievement.
Requirement: junior or senior English major, 12 hours of upper-level English courses, and 2.8 overall.

Le Cercle Francais
Purpose: to encourage an interest in the French language and culture through various club-sponsored activities.
Requirement: open to all interested members of the College community.

Medical Technology Club
Purpose: to promote interest among students and to guide them toward their future in medical technology.
Requirement: open to all interested memers of the College community.

Mortar Board—Senior Honor Society (Cap and Gown Chapter)
Purpose: to provide equal opportunity to all peoples, to emphasize the advancement of the status of women, to support the ideals of the status of women, to support the ideals of the College, to advance a spirit of scholarship, to recognize and encourage leadership, and to provide service.
Requirement: senior, 3.0 over-all average; election.

Mu Phi Epsilon—National Honorary Music Fraternity
Purpose: to advance music in America and throughout the world, the promotion of musicianship and scholarship, loyalty to the Alma Mater.
Requirement: a 3.0 average or better in music, 2.0 overall average, and election.

Music Educator's National Conference
Purpose: to provide opportunities for development of professional attitudes and techniques in music education.
Requirement: interest in the teaching of music; authorization by chapter adviser; not being employed full-time in music education.

Newman Movement
Purpose: to foster the spiritual, intellectual and social lives of the Roman Catholic students.
Requirement: open to all interested members of the College community.

NORML
Purpose: NORML is a political lobby that has as its goal the immediate end to the criminal prohibition of private marijuana use; the right of possession to include other acts incidental to such possession including cultivation and transportation for personal use and the casual, non-profit transfers of small amounts of marijuana.
Requirement: open to all interested members of the College community.

Outing Club
Purpose: to encourage interest and fellowship in the out-of-doors and to teach skills of outdoor living and recreational activities such as camping, square-dancing, skiing, canoeing, climbing, hiking, etc.
Requirement: open to all interested members of the College community.

Phi Alpha Theta—National History Honorary Society
Purpose: to promote the study of history and to recognize those students who have exhibited excellence in that field.
Requirement: overall 3.0 average; 3.2 average in history.

Phi Sigma Iota—National Honorary Romance Language Fraternity
Purpose: to prepare students for graduate school and other positions requiring a knowledge of the Romance languages.
Requirement: juniors with a 3.5 in Romance languages and a 3.0 overall average. A student must be planning to continue with a conversational or literature course in one or more of the Romance languages.

Physical Therapy Club
Purpose: to promote an intelligent interest and to provide orientation in the field of physical therapy through the promotion of interaction between club members and physical therapy departments in hospitals, professional schools and rehabilitation centers; and to make available work experiences in the field of physical therapy.
Requirement: open to all interested members of the College community.

Pi Gamma Mu-National Social Science Honorary Society
Purpose: to improve scholarship in the social studies; to inspire social service to humanity and to promote mutual understanding among all peoples.
Requirement: 20 semester hours in social studies and a B average with no failures in any subject.

Pi Nu Chi
Purpose: to provide nursing students with information about transfer programs to nursing schools and give them an opportunity to participate in various social and service activities throughout the year.
Requirement: open to all interested members of the College community.

Pre-Law Society
Purpose: to nurture an interest in the legal field.
Requirement: open to all interested members of the College community.

Pre-Med Association
Purpose: to further interest in and knowledge of medicine as a career.
Requirement: open to all interested members of the College community.

Psi Chi—National Society in Psychology
Purpose: to advance the science of psychology; to encourage, stimulate and maintain the scholarship of the individual members in all fields, especially in psychology.
Requirement: psychology majors with an overall GPA of at least 3.0 and an average of 3.25 or better in psychology. At least 12 credit hours of psychology must be counted.

Psychology Club
Purpose: to promote and stimulate an interest in the field of psychology.
Requirement: open to all interested members of the College community.

Rugby Football Club
Purpose: to incorporate the game of rugby into the recreational activities of the students and to promote the comraderie which is duly associated with the sport.
Requirement: open to all interested members of the College community.

Russian Club
Purpose: to promote a greater interest in and understanding of the language and culture of the Soviet Union.
Requirement: all college students interested in the Russian way of life, language and culture may become members.

Softball Club
Purpose: to promote interest in the sport of softball.
Requirement: open to all interested members of the College community.

Speech Pathology Club
Purpose: to promote interest in speech pathology on campus, to promote activities which provide an insight into the professional aspects of the major and to promote cohesiveness among students in the Speech Pathology Program.
Requirement: open to all interested members of the College community.

Terrapin Club
Purpose: to promote interest and develop skill in synchronized swimming.
Requirement: try-outs for swimming strokes and stunts; a good scholastic average.

Tri-Muse Society
Purpose: to take an active interest in the performing arts and to serve as a positive force in the support of the Department of Dramatic Arts and Dance.
Requirement: open to all interested members of the College community.

Varsity Club
Purpose: to promote spirit in the College community.
Requirement: completion of one season as a member or manager of a varsity team, and recognition by coach.

Young Democrats
Purpose: to stimulate an interst in local and nationwide political activity.
Requirement: open to all interested members of the College community.

PHI BETA KAPPA

Phi Beta Kappa is a national society, now two hundred years old, which recognizes the achievement of humane learning by students at the college. Its Greek motto translated signifies, "Love of wisdom the guide of life." The objectives of this internationally recognized honor society are intellectual honesty and tolerance, range of intellectual interests, and encouragement of understanding—not merely knowledge. The local chapter, Kappa of Virginia, was installed in 1971 and each year it initiates a select group of junior and senior students.

PERFORMING GROUPS

College Community Symphony Orchestra is an instrumental musical organization composed of faculty, students and community participants. It presents four concerts each year.

MWC Chorus is a chorus of treble singers comprised totally of college students. It presents two concerts each year and makes an annual tour.

Fredericksburg Chamber Ensemble is a chamber group of faculty, students and community participants. It presents two concerts each year.

The Department of Dramatic Arts and Dance also presents theatrical productions and dance concerts on a regular basis throughout the school year.

RECREATION ASSOCIATION

Every student enrolled in Mary Washington is a member of the Recreation Association, and there is no fee for membership. The purpose of the Recreation Association is to provide an opportunity for students to participate in a variety of activities, to stimulate an interest in many forms of recreation, to create a spirit of good sportsmanship and to cooperate with other campus organizations in promoting and maintaining the highest

standards of College life.

The R. A. Council is composed of two representatives from each residence hall, one representative from each small house, and four representatives from the day student body. These representatives are elected by their respective constituents in the fall of each academic year and are responsible for keeping their constituents informed of all R. A. activities. The R. A. representatives are also responsible for helping organize campus intramurals, Devil-Goat Day and various other R. A. sponsored functions.

Activities of the Association

The officers and the council members of the Recreation Association provide intramurals in volleyball, racquetball, flag football, basketball, soccer, tennis, softball and ping pong—all for the enjoyment of the student body. Additional activities are included in the program as student interest warrants. The association also sponsors ski trips and CPR clinics.

The students who participate in the intramural program represent their residence hall or day student organization. The team with the highest percentage of participation at the year's end gains possession of the Recreation Association Silver Bowl for the next college session.

In the spring, the R. A. organizes a day unique to Mary Washington—Devil-Goat Day. Students who come to Mary Washington College in an odd year are Devils; the even year entrants are Goats. Devil-Goat Day is a field day of campus-wide fun and competition, with refreshments, wild relay races, a faculty/student softball game, a marathon run around campus, a scavenger hunt and much more. Following the events of the day, all participants enjoy a picnic dinner on the lawn.

Each year, a plaque is awarded to the winner of Devil-Goat Day. There is also the R. A. Annual Sports Awards Banquet which honors all participants in intramural sports during the academic year. This is held at the end of the academic year.

DIRECTORY OF STUDENT LEADERSHIP

HONOR COUNCIL

President . . . . . Lisa Nichols
Senior Representatives . . . . . Dawn Forbes
. . . Debbie McGehee
Junior Representatives . . . . . to be elected
. . . Jenny Sharp
Sophomore Representatives . . . . . Linda Lee
. . . Rosann Sedlacko
Freshman Representatives . . . . . to be elected
. . . to be elected

HONOR COUNSELORS

Anderson, Susan
Baugh, Teresa
Caton, Debi
Bowden, Ann
Birchett, Rosemary
Chichester, Elizabeth
Chidester, Mary
Crofford, Kris
Davis, Summer
Deane, Ginger
Devine, Erin
Devorshak, Elisa
Donnelly, Patricia
Evans, Louise
Foster, Lori
Elmore, Teresa
Epson, Kathleen
Goliash, Patricia
Goodwin, Jennifer
Gordon, Melanie
Graziose, Lisa
Hamlett, Stephanie
Hawke, Paul
Haynes, Patricia
Hayward, Nancy
Howell, Linda
Hudacheck, Mary
Ingrao, Mark
Jansen, Andrea
Jones, Linda
Kellogg, Katy
Kenney, Kathleen
Kersenbrock, Kristin
Komito, Audrey
Koteles, Karen Ann
Long, Cindy
Lovingood, Elizabeth
McKay, Cheryl
Mattingly, Cyndi
Mazur, Felicia
Meaney, Bridget
Moll, Elleanore
Mooney, Robert
Moynihan, Terri
Parks, Val
Perdue, Amy
Retan, Nanci
Saracco, Julie
Schoeb, Barbara
Schultze, Diana
Shadrick, Rachel
Shields, Frank
Smith, Donna
Stull, Martin
Tent, Suzanne
Traweek, Dottie
Walbroehl, Yvonne
Wolotkiewicz, Diana

STUDENT ASSOCIATION

President . . . . . Steve Schlimgen
Vice President . . . . . Victor Yastrop
Academic Affairs Chairman . . . . . Mary Pat Gallagher
Judicial Chairman . . . . . Diane Lewis
Student Association Whip . . . . . Bob Mooney
Secretary-Treasurer . . . . . Patty Reilly

Advisers
Residential Council President . . . . . Paul Hawke
Day Student President . . . . . Sue Whitman

SENATE COMMITTEE CHAIRMEN

Secretary-Treasurer . . . . . Bobbi Sabanosh
Publicity . . . . . Donna Smith
Rules and Procedures . . . . . Jim Hely
Special Projects . . . . . Rachel Shadrick
Student Organization and Procedures . . . . . Martha Williams
Welfare . . . . . Ann Campbell
Coordinating . . . . . Alissa North

DAY STUDENT ASSOCIATION

President . . . . . Sue Whitman
Vice President . . . . . Debbie Pfeiffer

FIRE AND SAFETY MARSHALL

Chief Fire Marshall . . . . . Jim Martin

JUDICIAL COURT MEMBERS

Seniors . . . . . Linda Howell
. . . Cindi Long
Juniors . . . . . Leslie Vernon
. . . Susan Dill
Sophomores . . . . . Mike Bennett
. . . Andy Jensen
Freshmen . . . . . to be elected
. . . to be elected

HALL JUDICIAL CHAIRMEN

Ball . . . . . Karen Harman
Brent . . . . . to be appointed
Bushnell . . . . . to be appointed
Custis . . . . . David A. Hawkens
Framar . . . . . Vicky Nichols

Hamlet . . . . . Mike Kelly
Jefferson . . . . . Tambrey Matthews
Madison . . . . . Cedric Rucker
Marshall . . . . . Karen Koteles
Marye . . . . . to be appointed
Mason . . . . . Polly Batchelder
Randolph . . . . . Mary Pat Gallagher
Russell . . . . . Pat Thomasson
Trench Hill . . . . . to be appointed
Virginia . . . . . to be appointed
Westmoreland . . . . . Marcia Grozen

CLASS COUNCIL
President . . . . . Amy Hauck
Secretary and Treasurer . . . . . Leanne Haskins
Publicity Chairman . . . . . Vicki Reynard

Senior Class
President . . . . . Amy Hauck
Vice President . . . . . Sameena Ahmed
Secretary and Treasurer . . . . . Leanne Haskins
Publicity Chairman . . . . . Toni Luscavage

Junior Class
President . . . . . Mary Chidester
Vice President . . . . . Audrey Komito
Secretary and Treasurer . . . . . Lori Rosche
Publicity Chairman . . . . . Vicki Reynard

Sophomore Class
President . . . . . Trenda Powell
Vice President . . . . . M. C. Morris
Secretary and Treasurer . . . . . Nancy Brannegan
Publicity Chairman . . . . . Ann Sketchley

Freshman Class
President . . . . . to be elected
Vice President . . . . . to be elected
Secretary and Treasurer . . . . . to be elected
Publicity Chairman . . . . . to be elected

RECREATIONAL ASSOCIATION
President . . . . . Susan Dishman

FRESHMAN COUNSELORS FOR 1979-80

Head Freshman Counselor . . . . . Lisa Brehm

Madison	*Custis*
Paul S. Tracy	George Semples
Mason	
Martha L. Cline	Mary E. O'Connell
Darla J. Fjeld	Kathryn G. Otto
Bridget A. Meaney	Sharon R. Sachs
Randolph	
Tamara J. Clark	Cynthia R. Parrish
Mary K. Lohr	Mary K. Taylor
Derry A. Velardi	

RESIDENTIAL COUNCIL

President . . . . . Paul Hawke
Secretary-Treasurer . . . . . to be elected

Residential Hall Presidents

Ball . . . . . Nancy Hayward
Brent . . . . . Lisa Meisterich
Bushnell . . . . . Chandler Howell
Custis . . . . . Frank Shields
Framar . . . . . To be elected
Hamlet . . . . . Mike Kelly
Jefferson . . . . . Lynn Honeycutt
Madison . . . . . Martin Stull
Marshall . . . . . Paul Hawke
Marye . . . . . To be elected
Mason . . . . . Debbie Powers
Randolph . . . . . Kathy Epson
Russell . . . . . Cathy Ramsey
Trench Hill . . . . . Cindi Hammond
Virginia . . . . . Suzanne Tent
Westmoreland . . . . . Ann Smiley

BOARD OF PUBLICATIONS AND BROADCASTING

THE BULLET
Editor . . . . . Gary Webb

THE BATTLEFIELD
Editor . . . . . Carol Miller

AUBADE
Editor . . . . . Pam Troutman

WMWC
Station Manager . . . . . Moira McKeough

INTER-CLUB ASSOCIATION
President . . . . . Cedric Rucker

PRESIDENTS AND ADVISERS OF ICA ORGANIZATIONS

Afro-American Association
Cedric Rucker, *president*
Dale Brown and Sally Washington, *advisers*

Alpha Psi Omega
Elizabeth P. Palmer, *president*
Neil Howard, *adviser*

American Chemical Society
Joanne Whelan, *president*
Roy Gratz, *adviser*

Art Therapy Club
President, to be elected
Paul Muick, *adviser*

Baptist Student Union
Martha Ann White, *president*
Anna Mae Harris, *adviser*

Campus Christian Community
Darla Fjeld, *president*
Loreda Jones, *adviser*

Chi Beta Phi
Patty Goliash, *president*
Al Lindsey, Mary and Bill Pinschmidt, Bulent Atalay, *advisers*

Christian Fellowship
Sue Massey, *president*
Joseph DiBella, *adviser*

Circle K
Mary Brown, *president*
Joe Conroy, *adviser*

Circolo Italiano
Pam Talbot, *president*
Clavio Ascari, *adviser*

College Republicans
Susan Robertson, *president*
Sam Emory, *adviser*

Crew Club
Dee Velardi, *president*
Steve Jones, *adviser*

Der Deutsche Verein
Lisa Lewis, *president*
Sammy Merrill, Vera Niebuhr, *advisers*

Ecology Club
Jeff Bower, *president*
Bill Pinschmidt, *adviser*

El Club Espanol
Ana Catoni, *president*
Aniano Pena, *adviser*

Eta Sigma Phi
Susan Anderson, *president*
Adviser, to be elected

Frisbee Club
Eric Wootten, *president*
Steve Jones, *adviser*

Gamma Theta Upsilon
President, to be elected
James Gouger, *adviser*

Hillel
Irene Suhler, *president*
Roy Weinstock, *adviser*

History
President, to be elected
Richard Warner, *adviser*

Hoofprints
President, to be elected
Anita Reidl, *adviser*

International Relations Club
Ford Hart, *president*
John Kramer, *adviser*

Kappa Delta Pi
Gail Melanson, *president*
Joe Holmes, *adviser*

Karate Club
Sky Switzer, *president*
Ed Hegmann, *adviser*

Lambda Iota Tau
President, to be elected
Sidney Mitchell, *adviser*

Le Cercle Francais
Kathleen Jones, *president*
John Manolis, *adviser*

Medical Technology
Mary Kay Lohr, *president*
Mike Bass, *adviser*

Mortar Board
Mary Perkins, *president*
Mildred Droste, Sue Hanna, Janet Zeleznock, Herbert Cover, *advisers*

Mu Phi Epsilon
Martha Cline, *president*
Anne Hamer, *adviser*

Music Educators National Conference
Sue Tillery, *president*
Jim Baker, *adviser*

Newman Movement
Gail Melanson, *president*
Adviser, to be elected

NORML
Tutt Stapp, *president*
Sue Hanna, *adviser*

Outing Club
President, to be elected
Miriam Greenberg, *adviser*

Phi Alpha Theta
Gayle Pope, *president*
Ben Zimdars, *adviser*

Phi Sigma Iota
Vicky Harris, *president*
Mary E. Stephenson, *adviser*

Physical Therapy
Theresa Goodwyn, *president*
Ruth Freidman, *adviser*

Pi Gamma Mu
President, to be elected
Robert Rycroft, *adviser*

Pi Nu Chi
Mary Pat Fisk, *president*
Judith Crissman, *adviser*

Pre-Law
Tom Talisman, *president*
Steven Czarsty, *adviser*

Pre-Med
President, to be elected
Bernard Mahoney, *adviser*

Psi Chi
Barbara Pittman, *president*
Kaisa Puhakka, *adviser*

Psychology Club
Mary Heinike, *president*
Adviser, to be elected

Rugby Club
President, to be elected
Richard Warner, *adviser*

Russian Club
Barbara Hammer, *president*
Joseph Bozicevic, *adviser*

Softball Club
Patty Loving, *president*
Ed Hegmann, *adviser*

Speech Pathology
Laura Proto, *president*
Albert Duke, *adviser*

Terrapin Club
Lori Foster, *president*
Mildred Droste, *adviser*

Tri-Muse Society
Mary E. Sheridan, *president*
Steve Larson, *adviser*

Varsity Club
Eva Burns, *president*
Ed Hegmann, *adviser*

Young Democrats
Lisa Harrington, *president*
George Van Sant, *adviser*

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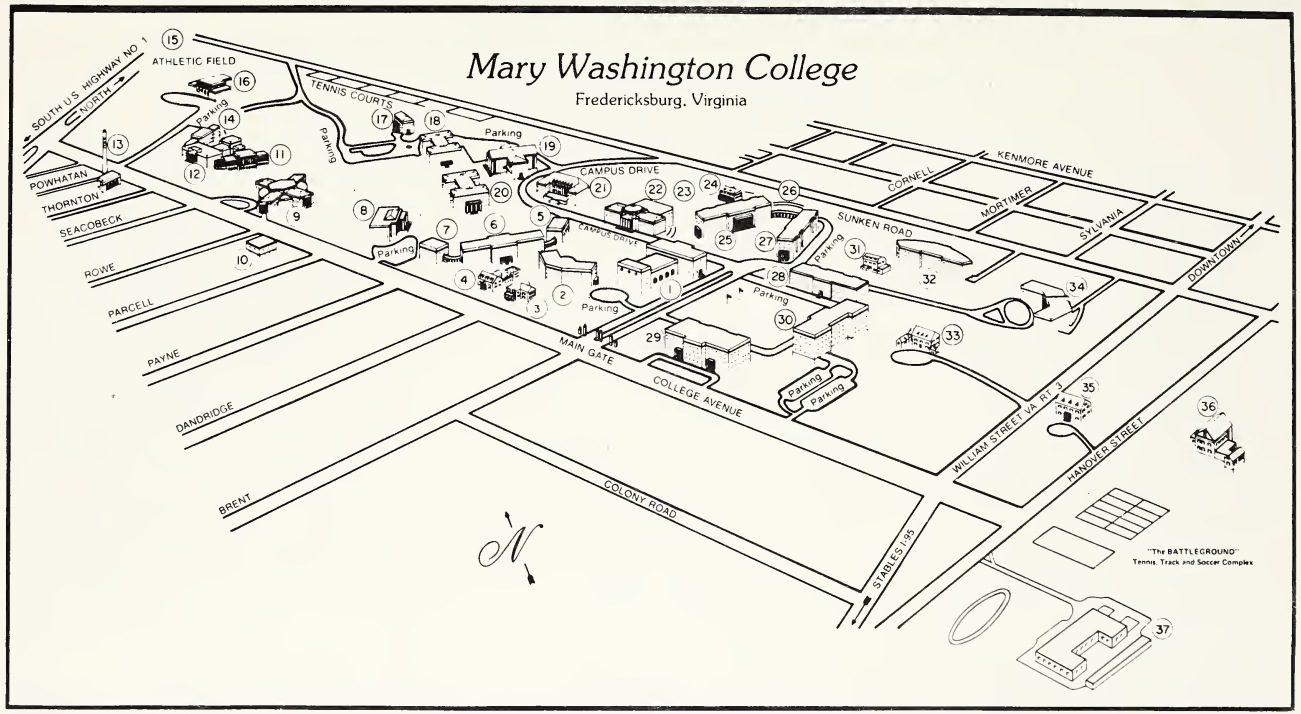

1. **George Washington Hall**—Administration Hall
2. **Westmoreland Hall**—Residence Hall
3. **Hamlet House**—Residence Hall
4. **Fairfax House**—Alumni House
5. **Madison Hall**—Residence Hall
6. **Mary Ball Hall**—Residence Hall
7. **Custis Hall**—Residence Hall
8. **Chandler Hall**—Academic Hall
9. **Seacobeck Hall**—Dining Hall
10. **Government Post Office**
11. **Melchers Hall**—Academic Hall
12. **duPont Hall**—Academic Hall
13. **Heating Plant**
14. **Pollard Hall**—Academic Hall
15. **Athletic Fields**
16. **Goolrick Hall**—Gymnasium
17. **Hugh Mercer**—Infirmary, Counseling Center
18. **Willard Hall**—Residence Hall
19. **Monroe Hall**—Academic Hall
20. **Virginia Hall**—Residence Hall
21. **Lee Hall**—Student Activities
22. **Trinkle Library**
23. **Amphitheater**
24. **Marye Hall**—Spanish House
25. **Mason Hall**—Residence Hall
26. **Tyler Hall**—Residence Hall
27. **Randolph Hall**—Residence Hall
28. **Bushnell Hall**—Residence Hall
29. **Combs Science Hall**—Academic Hall
30. **Jefferson Hall**—Residence Hall
31. **Brent Hall**—French Hall
32. **Russell Hall**—Residence Hall
33. **Framar Hall**—Residence Hall
34. **Marshall Hall**—Residence Hall
35. **Trench Hill**—Residence Hall
36. **Brompton**—President's Home
37. **Maintenance**

MARY WASHINGTON COLLEGE
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